



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN**  
**MEETING AGENDA**  
May 08, 2018  
Municipal Center, Conference Room A  
7:00 p.m.

**CALL TO ORDER**

**ANNOUNCEMENTS**

**1. SCHEDULE**

**2. RESIGNATIONS**

- a) Election Worker – Eric A. Van Bockern
- b) Open Space & Recreation Committee – Richard E. Geoffroy

**3. APPOINTMENTS**

**Board of Selectmen:**

- a) Election Workers: Carol J. Samanen, Sarah-Jane Ripa, Mary E. LaForte

**Town Administrator:**

**4. NEW BUSINESS**

- a) Vote to award and execute the \$1,000,000 Bond Anticipation Note for the DPW Facility
- b) Vote to Approve: One Day Beer & Wine – Friends of the Grafton Public Library Annual Meeting – June 15, 2018
- c) Vote to Approve – One Day Beer & Wine License – Quite Fetching – May 12, 2018
- d) Vote to Sign – IT Contract with Coghlin Network Services
- e) Vote to Authorize the Town Administrator to Sign – Police Lieutenant Memorandum of Agreement

**5. SELECTMEN REPORTS / TA REPORTS**

## **6. CORRESPONDENCE**

## **7. DISCUSSION**

- a) [Finance Committee Article Recommendations for May 14, 2018](#)
- b) [Draft State of the Town, Finance Committee – May 14, 2018](#)

## **8. MEETING MINUTES**

### **EXECUTIVE SESSION**

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

### **ADJOURN**

**ITEM 2A: RESIGNATIONS: ELECTION WORKER – ERIC A. VAN BOCKERN**

I MOVE the Board accept the resignation of Eric A. Van Bockern as an Election Worker.

**NOTES:**

Mr. Van Bockern is temporarily resigning due to health issues.

NO. GRAFTON

APR. 27TH '18

OFFICE OF THE TOWN ADMINISTRATOR  
30 PROVIDENCE ROAD  
GRAFTON, MA 01517  
(TIMOTHY P. McINERNEY)

TO Whom it may concern,

After being appointed by the Board of Selectmen as an Election Worker,  
I, ERIC A. VAN ROCKEN, hereby have to temporarily resign from  
this coveted post due to unforeseen respiratory health issue which  
manifested itself a month ago. Henceforth, I am resigning from the  
upcoming training and duties in the above office.

Thank you for the opportunity and understanding,

Eric A. Van Rocken

RECEIVED TOWN CLERK  
GRAFTON, MA  
2018 APR 27 PM 3:32

**ITEM 2B: RESIGNATIONS: OPEN SPACE & RECREATION COMMITTEE**  
**– RICHARD E. GEOFFROY**

---

I MOVE the Board accept the resignation of Richard E. Geoffroy from the Open Space and Recreation Committee.

**NOTES:**

Mr. Geoffroy is no longer serving on the Grafton Land Trust and is there for relinquishing his spot o the OSRC.

Resignation

Richard E. Geoffroy

Grafton, MA 01519

Tel: [REDACTED]

APRIL 30, 2018

Scott Conway

*Town of Grafton, Open Space & Recreation Committee Chair*

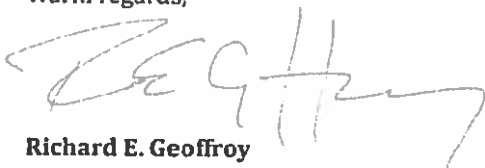
30 Providence Road, Grafton, MA 01519

Dear Mr. Conway,

I am writing to inform you of my resignation from the Town of Grafton's Open Space & Recreation Committee ("OSRC"). Until December 31, 2017, I served as the Secretary of the Grafton Land Trust ("GLT") and acted as the GLT representative on the OSRC. Effective January 1, 2018, I no longer serve on the GLT board of directors and therefore relinquish my spot on the OSRC. I will be replaced by another member of the GLT board of directors, effective January 1, 2018.

While you were aware of this change, I apologize for the delay in formalizing my resignation with this letter.

Warm regards,



Richard E. Geoffroy

**ITEM 3A: BOARD OF SELECTMEN APPOINTMENTS: ELECTION  
WORKERS – CAROL J. SAMANEN, SARAH-JANE RIPA AND MARY E.  
LAFORTE**

I MOVE the Board affirm the Town Administrator's appointment of Larry Zwicker to the Part-time maintenance position.

**NOTES:**

These appointments come recommended by Interim Town Clerk, Kandy Lavallee.



TOWN CLERK

Kandy L. Lavallee  
Interim Town Clerk

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[www.grafton-ma.gov](http://www.grafton-ma.gov)  
email: [clerks@grafton-ma.gov](mailto:clerks@grafton-ma.gov)



Bruce W. Spinney, III  
Board of Selectmen Chair  
30 Providence Road  
Grafton, MA 01519

Dear Mr. Spinney,

I would like to recommend the appointment of the following individuals as an Election Workers for the Town of Grafton:

Carol J. Samanen  
[REDACTED]  
Grafton, MA 01519

Sarah- Jane Ripa  
[REDACTED]  
North Grafton, MA 01536

Mary E. LaForte  
[REDACTED]  
North Grafton, MA 01536

Thank you,

Kandy L. Lavallee  
Interim Town Clerk



**NEW BUSINESS ITEM 4A: VOTE TO AWARD AND EXECUTE THE \$1,000,000 BOND ANTICIPATION NOTE FOR THE DPW FACILITY**

I MOVE the Board vote to award \$1,000,000 Bond Anticipation Notes to Easthampton Savings Bank and to authorize the Board of Selectmen, the Treasurer, and the Town Clerk to sign the Note certificate and to take any other actions necessary to facilitate settlements of the Notes.

**NOTES:**

Andy Deschenes will be present at the meeting to give an update on the project. David Eisenthal will also be in attendance along with the Town Treasure/Collector, Jessica Gomez.



UNIBANK FISCAL ADVISORY SERVICES, INC.  
A SUBSIDIARY OF UNIBANK

**Municipality:** Town of Grafton  
Jessica Gomez, Treasurer  
30 Providence Road  
Grafton, MA 01519

**Issue Dated:** May 16, 2018

**Special Instructions:** 30/360 (360/360)

**Purpose:** BAN - DPW Facility

<i>Due Date</i>	<i>Paying Agent</i>	<i>Purchaser</i>	<i>Interest Rate</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
5/16/2019	UniBank For Savings	Easthampton Savings Bank	1.85	\$1,000,000.00	\$18,500.00	\$1,018,500.00
Total				\$1,000,000.00	\$18,500.00	\$1,018,500.00

*This notice is to remind you that the **paying agent** should be provided with good funds on or before the due date. **All funds must be received by 12:00 p.m.** In the event that your check has been forwarded or you have authorized us to charge your account, please disregard this reminder. If you have any questions, please call the Financial Advisory Office at 1-(800)-678-1635.*



UNIBANK FISCAL ADVISORY SERVICES, INC.  
A SUBSIDIARY OF UNIBANK

## MUNICIPAL NOTE SALE INFORMATION

### Sale Information

Day: Wednesday  
Date: May 02, 2018  
Time: 11:00 AM

Issuer: Town of Grafton  
Amount: \$1,000,000  
Dated: 5/16/2018  
Due: 5/16/2019  
Contact Name: Jessica Gomez  
Title: Treasurer  
Phone: 508-839-5335 x1132

Type:  
BAN

Bank Qualified:  
Yes 2018

New/Renewal  
New

Tax Status:  
TAX-EXEMPT

Paying Agent:  
UniBank for Savings

Disclosure:  
No

Project Description:  
DPW Facility

Certification:  
Bureau

Award Basis:  
Lowest NIC

Legal Opinion:  
No

Right to Prepay:  
No

Interest Basis:  
30/360  
No. Of Days: 360

CUSIP:

Rating:  
Note:  
Current Bond: S&P AA+

Delivery:  
vs. Payment       
vs. Receipt X

Bid Limits:  
All or none X Split       
Minimum Amount:

Additional Info:  
Exempt from Proposition 2 1/2.

Bid Basis:  
Par/Premium X  
Minimum Premium:

Bid Specifies:  
Registered

### RESULTS

BIDDER	AMOUNT	RATE	DATE/TIME	PREMIUM	NIC	AWARD	REOFFER
Easthampton Savings Bank	ALL	1.850	5/2/2018 08:46 AM	\$0.00	1.8500	\$1,000,000.00	
Eastern Bank*	ALL	1.950	5/2/2018 08:39 AM		1.9500		
Century Bank & Trust Company	ALL	1.950	5/2/2018 09:41 AM		1.9500		
UniBank For Savings	ALL	1.950	5/2/2018 09:53 AM		1.9500		

\*=Underwriter

UniBank Fiscal Advisory Services, Inc. (UFASI) is a subsidiary of UniBank for Savings (UniBank) and any bid submitted by UniBank is in keeping with its own investment goals and is not submitted by or on behalf of UFASI.

If a bidder on the Notes intends to reoffer the Notes to the public, such bidder agrees, by submitting a bid, to abide by the so-called "hold the price" rule under the United States Treasury Department's Issue Price Regulations that became effective on June 7, 2017.

To the best of the Issuer's knowledge and belief, interest on the Notes is excluded from gross income for Federal income tax purposes, and interest on the notes is also exempt from Massachusetts personal income taxes. The Issuer expects to designate the notes as "qualified tax-exempt obligations" for Federal income tax purposes. It should be noted, however, that the Issuer has not engaged the services of bond counsel or any other counsel to render a legal opinion with respect to the treatment for Federal or Massachusetts income tax purposes of interest on the Notes.

**NEW BUSINESS ITEM 4B: VOTE TO APPROVE: ONE DAY BEER & WINE – FRIENDS OF THE GRAFTON PUBLIC LIBRARY ANNUAL MEETING – JUNE 15, 2018**

*If the Board so chooses to approve the license:*

I MOVE the Board vote to approve the One Day Beer and Wine License for the Friends of the Grafton Public Library Annual Meeting on June 15, 2018.

**NOTES:**

This license is being requested by Beth Gallaway, the Library Director. Beth will be unable to attend the meeting due to a Friends of the Library meeting happening at the same time. Beth is TIPS Certified and has informed the department that she has served at this annual event over the last 5 years with out incident.

DATE: 05/04/2018

Friends of the Grafton Public Library / Elizabeth Gallaway

Company Name/Applicant Name

Application for and/or renewal of Town Licenses. Please complete both sides and return to the Board of Selectmen with your payment.

**\*\* The Board of Selectmen meet on the first and third Tuesday of every month. If your application and/or renewal is not received and processed by Noon on Wednesday prior to the Selectmen's meeting on said Tuesday, your request will be delayed until the next scheduled meeting.**

**SPECIAL NOTICE.** If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

Fri 06/15/2018 -- Friends Annual Meeting  
Date(s) of Function

Grafton Public Library, 35 Grafton Common, Grafton MA  
Location of Function

To the Honorable Board of Selectmen  
Town of Grafton, Massachusetts

I hereby respectfully make application for a Renewal ( ) / Original (X) license as indicated by (X), for which the fee will be waived for our 501(C)3 Organization.

- |  |                                  |
|--|----------------------------------|
| ( ) Garage Class _____ (\$100)   | ( ) Music/Entertainment (\$10)   |
| ( ) Peddler (\$25.00)  | ( ) Common Victuallers (\$25)    |
| ( ) Pool Room, _____ tables at (\$25) each   | ( ) Innholders (\$25)            |
| ( ) Bowling, _____ alleys at (\$25) each   | (X) One Day Beer & Wine (\$25)   |
| ( ) Auctioneer (\$25)  | ( ) One Day All Alcoholic (\$25) |
| ( ) One Day Auctioneer (\$10)  | ( ) Second Hand Articles (\$40)  |
| ( ) Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side |                                  |

Business Name: Grafton Public Library

License in name of: Elizabeth Gallaway

Name: \_\_\_\_\_

Title: Library Director

Manufacturer: \_\_\_\_\_

Business Address: 35 Grafton Common, Grafton MA 01519

Phone No.: 508-839-4649

Residence: [REDACTED]

Phone No. [REDACTED]

Signature of Applicant: \_\_\_\_\_

*Elizabeth Gallaway*

PLEASE COMPLETE THE REVERSE SIDE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Elizabeth Gallaway

(Print) Name (of individual or Corporation as applicable)

[REDACTED]

Street Address

South Grafton

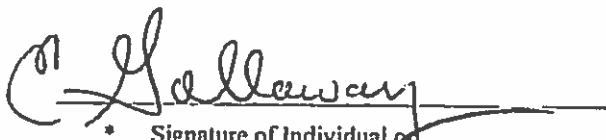
MA

01560

City/Town

State

Zip Code

  
\* Signature of Individual or  
Corporate Name (mandatory)

Re: Corporate Officer  
(mandatory, if applicable)

[REDACTED]

\*\* Social Security No. (voluntary) or  
Federal Identification Number (Friends of the Grafton Public Library)

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: 05/04/2018

**NEW BUSINESS ITEM 4C: VOTE TO APPROVE – ONE DAY BEER & WINE LICENSE – QUITE FETCHING – MAY 12, 2018**

*If the Board so chooses to approve the license:*

I MOVE the Board vote to approve the One Day Beer & Wine License for Quite Fetching, LLC on May 12, 2018.

**NOTES:**

This license is being requested by Emily Ascolillo (As-ko-lee-yo), the owner of Quite Fetching, who will be attending the meeting. Up to date TIPS Certified has been received for server. This is a private event in celebration of Mother's Day for Dogs and Dog Mom's!

Quite Fetching, LLC / Emily Ascolillo  
Company Name/Applicant Name

DATE:

Application for and/or renewal of Town Licenses. Please complete both sides and return to the Board of Selectmen with your payment.

**\*\* The Board of Selectmen meet on the first and third Tuesday of every month. If your application and/or renewal is not received and processed by Noon on Wednesday prior to the Selectmen's meeting on said Tuesday, your request will be delayed until the next scheduled meeting.**

**SPECIAL NOTICE.** If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

May 12, 2018  
Date(s) of Function

One Grafton Common  
Location of Function

To the Honorable Board of Selectmen  
Town of Grafton, Massachusetts

I hereby respectfully make application for a Renewal ( ) / Original ( ) license as indicated by (X), for which the fee is enclosed.

- |   |  |
|---|--|
| <input type="checkbox"/> Garage Class _____ (\$100)   | <input type="checkbox"/> Music/Entertainment (\$10)            |
| <input type="checkbox"/> Peddler (\$25.00)  | <input type="checkbox"/> Common Victuallers (\$25)             |
| <input type="checkbox"/> Pool Room, _____ tables at (\$25) each   | <input type="checkbox"/> Innholders (\$25)                     |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each   | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) |
| <input type="checkbox"/> Auctioneer (\$25)  | <input type="checkbox"/> One Day All Alcoholic (\$25)          |
| <input type="checkbox"/> One Day Auctioneer (\$10)  | <input type="checkbox"/> Second Hand Articles (\$40)           |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side |  |

Business Name: Quite Fetching, LLC

License in name of: Emily Ascolillo

Title: Owner

Business Address: One Grafton Common #114  
Grafton, MA 01519

Phone No.: 305-304-6139

Residence: [REDACTED]

Northbridge, MA 01534

Phone No. [REDACTED]

Signature of Applicant:

[Signature]

PLEASE COMPLETE THE REVERSE SIDE




Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Quite Fetching, LLC  
(Print) Name (of individual or Corporation as applicable)

One Grafton Common  
Street Address

Grafton MA 01534  
City/Town State Zip Code

  
\* Signature of individual or Corporate Name (mandatory) Re: Corporate Officer (mandatory, if applicable)

  
\*\* Social Security No. (voluntary) or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: \_\_\_\_\_

## Events

INSIGHTS SINCE 04/16/2018

Events

1.4K Reached  
814 in last 7 days182 Viewed  
72 in last 7 days42 Responded  
13 in last 7 days

Calendar

Mothers Day Private  
Event

Birthdays

Discover

Past

Create Event

View Promotion

Share

MAY  
12

## Mothers Day Private Event

Public · Hosted by Quite Fetching Barkery and Pet Boutique

Going

Share

Saturday, May 12 at 4 PM - 8 PM

Quite Fetching Barkery and Pet Boutique  
One Grafton Common #114, Grafton, Massachusetts 01519

Show Map

Tickets Available  
quitefetchingllc.com

Find Tickets

About

Discussion

Write Post

Add Photo/Video

Create Poll



Write something...

6 Going · 35 Interested

See All



Stephanie, Kristen and 2 other friends are interested

Share

## Details

This private event for you and your fur baby will be the best Dog Mom Mothers Day celebration ever! Treat yourself and your fur baby to an evening of celebrating the bond and relationship you share. Your pup will LOVE the doggie dessert bar while you snack on hot and cold appetizers and a delicious vegan lasagna. As your pup relaxes on the floor receiving their massage by Valentina Bouley from Peaceful Spirit Animal Massage you will be relaxing in the massage chair next to them receiving your own personal massage by Pam Chaisson from Restorative Touch Massage Studio. Maybe another bite to eat before Step Brown from @hairbystephbrown and Taylor Godfrey from Sage Salon provide you with some "dry styling" of your choice of curls, flat ironing or an updo! Christa Lyons with Pure Haven will be giving "handcials" (think a facial for your hands) so your new moisturized hands are ready to open your mothers day gift from your baby! Music, games, other dog mommas and special "event

## YOUR PAGES



Quite Fetching Barkery 5

## CONTACTS



Emily Ascolillo-Downey



Elaine Phelps



Keith Isola



Tami Chapek



Patricia Tumberg Martin



Gene D Phelps 2h



John Skawski 44m



Stephanie Cousens 1h



Melissa Efantis



Jeff Downey 1h



Morgan Hamman 43m



Valerie Gomes 2h



Peter Merzenin 5h

## EVENT TIPS

Reach More People, Share Your Event



Help people find your event by sharing

Share Event

## EVENT FRAMES

## Help people share at your event

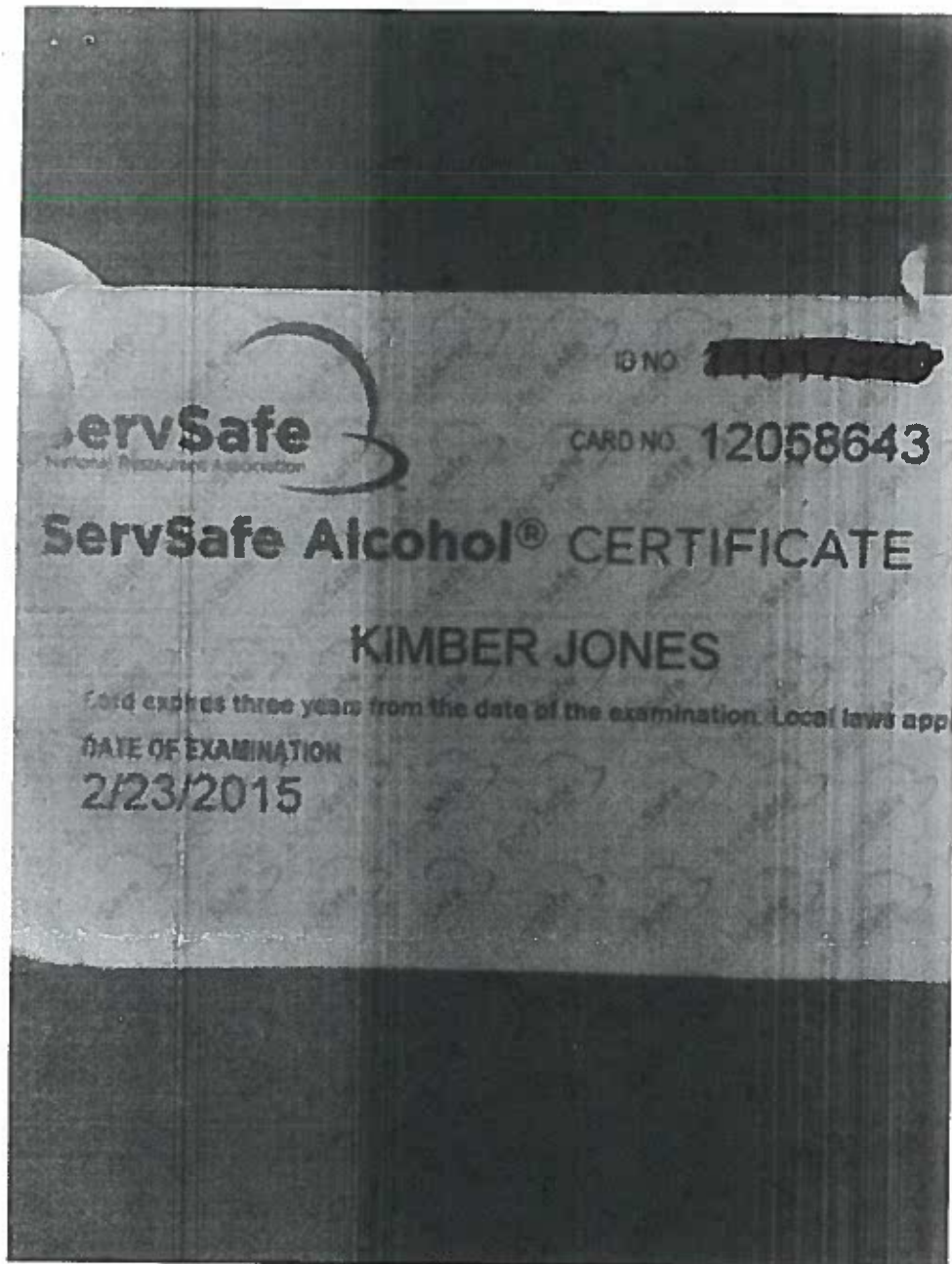
Create a custom camera frame using handy templates. People can use photos and videos they share.

Get Started

English (US) · Español · Português · Français (France) · Deutsch

Privacy · Terms · Advertising · Ad Choices · Cookies · More  
Facebook © 2018

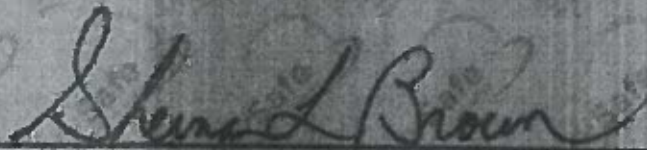
Search



\* Kimber has passed her  
 most recent exam <sup>(6/18)</sup> & currently is  
 certified. She reported her card  
 is being processed and should  
 arrive in the next two weeks

(they told her 4 weeks & when she followed up  
 Friday 4/20 they stated they are "backed up" & it should  
 arrive by 5/8)

This certificate confirms completion of the **ServSafe Alcohol®** responsible alcohol service program.



**Sherman Brown**

**Senior Vice President, National Restaurant Association Solutions**

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12112601

# T.i.P.S

## Training for Intervention Procedures

*Kimberly Jo Landry*

*Certified Instructor*

To whom it may concern:

My name is Kimberly Jo Landry, and I am a certified T.i.P.S Trainer for the State of Massachusetts. I have certified

Kimber - Lee on the date 4/8/18 He/She has successfully completed and passed this T.i.P.S course, and is just awaiting the certification card.

If you have any questions, please feel free to contact me at 508-471-8609. My trainer number is 45375.

Thank you,

*Kimberly Jo Landry / Golenski*  
Kimberly Jo Landry



**Training for Intervention Procedures**

Kimberly Golenski  
*Certified Instructor*

508-987-1196  
Kimmylo1122@charter.net

Trainer #45375

**NEW BUSINESS ITEM 4D: VOTE TO SIGN – IT CONTRACT WITH COGLIN NETWORK SERVICES**

*If the Board so to sign the contract:*

I MOVE the Board vote to sign the IT contract with Coghlin Network Services.

**NOTES:**

This service was sent out for bid. Nine proposals were received and reviewed by the IT committee who then made recommendations, which included Coghlin Network. The Town has been with Coghlin for the last year. This contract is for one year with 2 one-year options to extend, for a total of 3 years, which would be at the Board's request.



**AGREEMENT FOR PROFESSIONAL IT SERVICES  
BETWEEN  
THE TOWN OF GRAFTON  
AND**

**COGHLIN NETWORK SERVICES**  
100 Prescott Street  
Worcester, Massachusetts 01605  
Phone: 508-793-0300  
Fax: 508-793-0303  
www.coghlignet.com

**Terms of Agreement**

Coverage Period – July 1, 2018 - June 30, 2019 (with 2, 1-year options to renew upon mutual agreement between contractor and the town as specified in Request for Proposals on April 10, 2018)

This Agreement between The Town of Grafton herein referred to as Client, and Coglin Network Services, herein referred to as Service Provider, is effective upon the date signed, shall remain in force for a period of *one year*, and shall be reviewed annually to address any necessary adjustments or modifications. Should adjustments or modifications be required that increase the monthly fees paid for the services rendered under this Agreement, these increases will not exceed 15 % of the value of the existing monthly fees due under this Agreement.

- This Agreement may be terminated by the Client or the Service Provider upon sixty (60) days written notice to the other party.
- If either party terminates this Agreement, the Service Provider will assist the Client in the orderly termination of services, including timely transfer of the services to another designated provider. The Client agrees to pay the Service Provider the actual costs of rendering such assistance.

**2. Fees and Payment Schedule**

The annual fee will be \$ 38,007.00 invoiced to the Client on a quarterly basis at \$ 9,501.75 per quarter and will become due and payable on the first day of each quarter. Refer to Appendix B for services covered by the fee under the terms of this Agreement. It is understood that any and all Services requested by the Client that fall outside of the terms of this Agreement will be considered Projects, and will be quoted and invoiced as separate, individual Services.

**3. Taxes**

It is understood that any Federal, State, or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. The Client shall pay any such taxes unless a valid exemption certificate is furnished to the Service Provider for the state of use.

#### **4. Coverage**

Onsite & Remote support of Client's network will be provided to the Client by the Service Provider between the hours of 8AM through 5PM, Monday through Friday, excluding public holidays. All services qualifying under these conditions, as well as Services that fall outside this scope, will fall under the provisions of Appendix B. Hardware costs of any kind are not covered under the terms of this Agreement.

##### **Service Outside Normal Working Hours**

Scheduled services performed outside the hours of 8AM through 5PM, Monday through Friday, excluding public holidays, shall be subject to additional charges.

##### **Limitation of Liability**

In no event shall the Service Provider be held liable for indirect, special, incidental, or consequential damages arising out of Services provided hereunder, including, but not limited to, loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.

#### **5. Additional Maintenance Services**

##### **Hardware/System Support**

The Service Provider shall provide support for all hardware and systems specified in Appendix B Equipment List, provided that all Hardware is covered under a currently active Vendor Support Contract, replaceable parts are readily available, and all Software is genuine, currently licensed, and vendor-supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should third-party vendor support charges be required in order to resolve any issues, these will be passed on to the Client after first receiving the Client's authorization to incur them. Exception to hardware/system support being provided on servers that have an active Vendor Support Contract in place are the servers that have been discussed and targeted for retirement and replacement in the near future.

##### **Virus Recovery for Current, Licensed Antivirus-Protected Systems**

Attempted recovery from damages caused by virus infection not detected and quarantined by the latest antivirus definitions is covered under the terms of this Agreement. This Service is limited to those systems protected with a currently licensed, vendor-supported antivirus solution.

#### **6. Suitability of Existing Environment**

##### **Minimum Standards Required for Services**

In order for the Client's existing environment to qualify for the Service Provider's Managed Services, the following requirements must be met:

1. All servers with Microsoft Windows operating systems must be running Windows Server



2008 or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.

2. All desktop PCs and notebooks/laptops with Microsoft Windows operating systems must be running Windows 7 Professional or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.
3. All server and desktop software must be genuine, licensed, and vendor- supported.
4. (a) The environment must have a currently licensed, up-to-date, and vendor-supported server-based antivirus malware/spyware solution protecting all servers, desktops, notebooks/laptops, and e-mail.  
  
(b) The environment must have Spam Filtering for email via local server or via a cloud solution.
5. The environment must have a currently licensed, vendor-supported, server- based backup solution that can be monitored and can send notifications on job failures and successes.
6. The environment must have a currently licensed, vendor-supported hardware firewall between the internal network and the Internet.
7. Wireless data traffic in the environment must be securely encrypted.
8. There must be an outside static IP address assigned to a network device allowing VPN access.

Costs required to bring the Client's environment up to these minimum standards are not included in this Agreement.

## **7. Excluded Services**

Service rendered under this Agreement does not include:

1. Parts, equipment, or software not covered by vendor/manufacturer warranty or support.
2. The cost of any parts, equipment, or shipping charges of any kind.
3. The cost of any software, licensing, or software renewal or upgrade fees of any kind.
4. The cost of any third-party vendor or manufacturer support or incident fees of any kind.
5. The cost to bring the Client's environment up to minimum standards required for Services.
6. Failure due to acts of God, building modifications, power failures, or other adverse environmental conditions or factors.
7. Service and repair made necessary by the alteration or modification of equipment other than that authorized by the Service Provider, or at their request, including alterations, software installations, or modifications of equipment made by the Client's employees or anyone other than the Service Provider.

8. Maintenance of Applications software packages, whether acquired from the Service Provider or any other source unless as specified in Appendix B. Programming (modification of software code) and program (software) maintenance unless as specified in Appendix B.
10. Training Services of any kind.
11. Home Systems (Home System exclusion is meant to include off-premises home computers and personal laptops not intended for corporate application use. (A VPN client application on an individual's PC will be supported if required for corporate connectivity excluding other PC functionality, programs or applications on personal PC's.)

## **8. Confidentiality**

The Service Provider and its agents will not use or disclose Client information, except as necessary to provide, or consistent with providing, the contracted Services and will protect against unauthorized use.

## **9. Miscellaneous**

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts. It constitutes the entire Agreement between the Client and the Service Provider for monitoring, maintenance, and service of all equipment listed in Appendix B. Its terms and conditions shall prevail should there be any variance with the terms and conditions of any order submitted by the Client.

The Service Provider is not responsible for failure to render services due to circumstances beyond its control, including, but not limited to, acts of God.

## **10. Acceptance of Service Agreement**

This Agreement covers only those services and equipment listed in Appendix B. The Service Provider must deem any equipment or services the Client may want to add to this Agreement after the effective date acceptable. The addition of equipment or services not listed in Appendix B at the signing of this Agreement, if acceptable to Service Provider, shall result in an adjustment to the Client's monthly charges.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the date set forth below.

FOR COGHLIN NETWORK SERVICES

TOWN OF GRAFTON  
BOARD OF SELECTMAN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

### **Response and Resolution Times**

Table 1 shows the targets of response and resolution times for each Priority Level 1 through 4. The response levels shown refer to communication, network, or server outages only. All other outages are not considered emergencies and will be handled on the next scheduled visit, or treated as “work outside the scope” of this agreement and therefor will incur additional charges.

**Table 1 Response and Resolution Times**

Trouble	Priority Level	Response Time (In Hours)	Resolution Time (In Hours)
Service not available (all users affected and functions unavailable).	1	Within 1 Hour	ASAP – Best Effort: 2 Hours
Significant degradation of service (large number of users or business critical functions affected)	2	Within 4 Hours	ASAP - Best Effort: 8 Hours
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 24 Hours	ASAP – Best Effort: 48 Hours
Small service degradation (business process can continue, one user affected).	4	Within 48 Hours	ASAP – Best Effort: 96 Hours

## **Professional Services Agreement Appendix B - Covered Services**

Description	Included in Agreement
<b>General</b>	
Document software and hardware changes	Yes
Test backups with restores	Yes
<b>Servers</b>	
Review servers	Yes
Check print queues	Yes
Keep service packs, patches and hot fixes current per company policy	Yes
Check event log of every server and identify any potential issues	Yes
Review hard drive free space on server	Yes
Review Exchange Server User/Mailbox	Yes
Review Active Directory replication	Yes
Review WINS replication	Yes
Review SQL Server	Yes
Reboot servers if needed	Yes
Schedule off-time server maintenance	No
Install supported software upgrades	Yes
Set up and maintain groups (accounting, administration, printer, sales, warehouse, etc.)	Yes
Check status of backups	Yes
Alert client to dangerous conditions <ul style="list-style-type: none"> <li>• Memory running low</li> <li>• Hard drive showing sign of failure</li> <li>• Hard drive running out of disk space</li> <li>• Controllers losing interrupts</li> <li>• Network cards report unusual collision activity</li> </ul>	Yes
Clean and prune directory structure, keep efficient and active	Yes
<b>Disaster Recovery</b>	
Alert client to dangerous conditions	Yes

**COGHLIN NETWORK SERVICES**  
**Appendix B (continued)**

Description	Included in Agreement
<b>Devices</b>	

Support desktops and notebooks	Yes
Support network copiers & printers (excluding maintenance)	Yes
Support other networked devices - Switches/Firewall/UPS	Yes
Support corporate mobile/Smart Phones - (i.e.: BB, Android, IOS, Windows Mobile Devices, excluding personal applications and carrier-related issues)	Yes
<b>Networks</b>	
Check router logs	Yes
Performance monitoring/capacity planning	Yes
Review router, switches and Internet connectivity to ensure operability (available for SNMP manageable devices only)	Yes
Maintain office connectivity to the Internet	Yes
Develop comprehensive support documentation and store in easy-to-get-to online location at the client facility	Yes
Execute OS patches and upgrades	Yes

**Professional Services Agreement  
Appendix B (continued)**

Description	Included in Maintenance
<b>Security</b>	

Check firewall logs	Yes
Confirm that antivirus definition auto updates have occurred	Yes
Confirm that antispayware updates have occurred	Yes
Confirm that backup has been performed on a daily basis	Yes
Create new directories, shares, security groups and accounts; disable or delete old accounts, manage account policies	Yes
Review permissions and file system	Yes
Set up new users, including login restrictions, passwords, security and applications.	Yes
Review for unusual activity among users	Yes
<b>Applications</b>	
Ensure Microsoft Office applications are functioning as designated	Yes
Ensure Microsoft ActiveSync applications are functioning as designed	Yes
Ensure Adobe Acrobat applications are functioning as designed	Yes
Ensure Symantec Backup Exec applications are functioning as designed	Yes

**Professional Services Agreement  
Appendix B (continued)**

<b>Special Instructions</b>
Included: One Scheduled 8-hour day per week at the client site and 4 hours of remote support per month.

Labor	Rate
Remote Help Desk/Network/Server/Mobile Device management 8AM through 5 PM, M-F	Included; Up to 4 hours per month
Remote Assistance for services of Appendix B ("project work") outside the scope of PSA 8AM through 5PM, M-F	<u>\$125.00 /hr.</u>
Onsite Assistance for services of Appendix B ("project work") outside the scope of PSA* 8AM through 5PM, M-F	<u>\$140.00 /hr.</u>
Remote Assistance for services of Appendix B for after hours work (nights/weekends/holidays)	<u>\$195.00/hr.</u>
Onsite Assistance for services of Appendix B for after hours work (nights/weekends/holidays)*	<u>\$225.00 /hr.</u>
* Travel may apply	



**NEW BUSINESS ITEM 4E: VOTE TO ALLOW TA TO SIGN – POLICE  
LIEUTENANT MEMORANDUM OF AGREEMENT**

*If the Board so chooses to approve the contract:*

I MOVE the Board vote to authorize the Town Administrator to Sign the Memorandum of Agreement for the Police Lieutenant, Neil A. Minardi.

**NOTES:**

This contract reflects the agreement with the Town and the Neil A. Minardi. The Lieutenant is Acting Chief or designated in charge in the Chief's absence.

## MEMORANDUM OF AGREEMENT TOWN OF GRAFTON

Agreement made this 8<sup>th</sup> day of May, 2018, by and between the Town of Grafton, (hereinafter called the "TOWN" and Neil A. Minardi of Grafton, Massachusetts (hereinafter called the "LIEUTENANT", is made pursuant to M.G.L. c. 40, Section 4 and Article 20 of the Town of Grafton Town Charter and By-Laws.

Whereas, the TOWN is desirous of securing the services of the LIEUTENANT in the administration, supervision and operation of the Police Department; and

Whereas, the LIEUTENANT is willing to perform the duties of the position of POLICE LIEUTENANT according to the terms and conditions of this Agreement;

NOW, THEREFORE, the TOWN and the LIEUTENANT hereby agree that the following terms and conditions shall govern the salary and fringe benefits payable under this agreement to which said LIEUTENANT shall be entitled as POLICE LIEUTENANT.

### **Hours of Work:**

a. The LIEUTENANT may work paid details after such have been offered to full time officers and before being offered to part time or retired officers.

b. When the LIEUTENANT is ACTING CHIEF or designated to be IN CHARGE of the Police Department in the Chief's absence the LIEUTENANT shall be compensated as set forth in the Grafton Town By-Laws, specifically Article 20 Section 4-5 **Promotion and Reclassification to a Position in a Higher Grade**

(b) ...Any employee required to perform the duties of an employee of a higher grade for more than 30 days shall temporarily receive a rate of pay pursuant to this paragraph, effective on the 31st day, for the duration of the employee's absence.

### **1. Overtime:**

a. The LIEUTENANT will receive compensatory time awarded at 1-1/2 time for work exceeding 8 hours per day or 40 hours per week.

2. **Indemnification:**

The TOWN agrees that the TOWN shall defend, save harmless and indemnify the POLICE LIEUTENANT against any tort, professional liability claim or demand or civil or criminal legal actions be provided in the provisions of Mass. General Law c. 258 whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of the LIEUTENANTS duties as POLICE LIEUTENANT of the TOWN.

3. **Insurance:**

a. Injured on Duty:

As a sworn police officer, the POLICE LIEUTENANT shall be entitled to injured-on duty benefits as provided in Chapter 41, Section 111F of the Massachusetts General Laws.

4. **Automobile:**

The TOWN shall provide the POLICE LIEUTENANT an unmarked police cruiser with exclusive and unrestrictive use and pay for all attendant operating and maintenance expenses and insurance. It may be used by the LIEUTENANT for personal reasons since the LIEUTENANT is on-call in the event of emergency.

5. **Discipline or Discharge:**

It is agreed that the POLICE LIEUTENANT can be disciplined or discharged only for just cause, upon proper notice and only after a hearing at which the POLICE LIEUTENANT shall have the right to be represented by counsel. The POLICE LIEUTENANT shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing. The principle of progressive discipline will apply.

6. **Compensation:**

Base salary of 18% above the highest salaried Police Sergeant with the following:

a. Additional Compensation: In recognition of additional days required by a "five and two" work schedule, the Lieutenant shall receive one administrative day off each month.

b. LIEUTENANT will receive educational incentive pay based on the base salary to be paid on an hourly basis at the rate of 20% for a Bachelor's degree and 25% for a Master's degree in Science of Criminal Justice or other related and acceptable field of study.

c. The POLICE LIEUTENANT shall also receive all other benefits as do any of the regular police officers of any rank of the TOWN.

**7. No Reduction of Benefits:**

The TOWN agrees that the TOWN shall not at any time reduce the salary, compensation or other benefits of the POLICE LIEUTENANT, except to the extent that such reduction is evenly applied across the board for all employees of the TOWN or by Town Meeting budget appropriations.

**8. Modification:**

No change or modification of the Agreement shall be valid unless it shall be in writing and signed by both of the parties.

**9. Law Governing:**

This agreement shall be construed and governed by the Laws of the Commonwealth of Massachusetts, The Town of Grafton Charter and By-Laws.

**10. Severability or Provisions:**

If any clause or provision of this agreement shall be determined to be illegal by a court of competent jurisdiction, the remained of this contract shall not be affected thereby.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals to this instrument the date and year first above written.

TOWN ADMINISTRATOR

POLICE LIEUTENANT

\_\_\_\_\_  
Timothy P. McNerny

\_\_\_\_\_  
Neil A. Minardi

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GRAFTON  
ANNUAL TOWN ELECTION WARRANT**

**Worcester, ss:**

**To Any of the Constables of the Town of Grafton, in the County of Worcester**

**GREETING:**

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Grafton, qualified to vote in elections and Town affairs to meet in their respective precincts, 1, 2, and 3 at the Grafton Middle School Gymnasium, 22 Providence Road and precincts 4 and 5 at the Millbury Street Elementary School Gymnasium, 105 Millbury Street on Tuesday, the Fifteenth day of May, 2018 at Eight O'clock AM (8:00 AM) until Eight O'clock PM(8:00 PM) to cast their votes for the following Town Offices and ballot questions:

One Member of the Board of Selectmen for a term of three years; Two Members of the School Committee for a term of three years; Two Members of the Planning Board for a term of three years; One Town Clerk for a term of one year (to fill a vacancy); Three Members of the Board of Library Trustees for a term of three years; and One Member of the Housing Authority for a term of five years.

**BALLOT**

**QUESTION 1:**

Shall this Town approve the charter amendment proposed by Article 2 of the Town Meeting relative to the capitalization of various words throughout the Charter, as summarized below?

Article 2 of the October 2017 Town Meeting Warrant proposed changes relative to the capitalization of various words throughout the Charter in order to correct mistakes such as spelling and capitalization errors, all as shown on a draft of the Charter dated January 12, 2017, a copy of which is on file in the Office of the Town Clerk.

**YES**

**NO**

**QUESTION 2:**

Shall this Town approve the charter amendment proposed by Article 3 of the Town Meeting relative to the inclusion of language establishing a five member School Committee, as summarized below?

Article 3 of the October 2017 Town Meeting Warrant proposed changes to the Charter relative to the establishment of a school committee, in order to eliminate confusion caused by a typographical error in the previous version of the charter which stated "there shall be no school committee." Article 3 also stated that the School Committee "shall have all of the powers and duties school committees may have under the Constitution and General Laws of the Commonwealth," and eliminated the enumeration of those duties, and a clause stating that additional duties could be established by by-law.

**YES**

**NO**

**QUESTION 3:**

Shall this Town approve the charter amendment proposed by Article 6 of the Town Meeting relative to Board of Selectmen's appointment provisions, as summarized below?

Article 6 of the October 2017 Town Meeting Warrant corrected capitalization errors in the section detailing the Board of Selectmen's appointments, and also added a sentence referring specifically to the section of the Charter that contains a complete list of the positions the Selectmen currently appoint.

**YES**

**NO**

**QUESTION 4:**

Shall this Town approve the charter amendment proposed by Article 8 of the Town Meeting relative to the Finance Committee and date of the Annual Election, as summarized below?

Article 8 of the October 2017 Town Meeting Warrant clarified without substantively changing the Charter's language in Section 2 concerning the Finance Committee's duties and responsibilities, and also added a new section stating that "The Annual Election for the election of Town Officers and for the determination of all other matters to be referred to the voters shall be held in May, or on a date fixed by by-law", and renumbered the remaining sections of Section 2 to reflect the addition of that provision.

YES

NO

**QUESTION 5:**

Shall this Town approve the charter amendment proposed by Article 9 of the Town Meeting relative to the Board of Sewer Commissioners, as summarized below?

Article 9 of the October 2017 Town Meeting Warrant was a housekeeping article clarifying and reflecting current practice with respect to the Town Administrator's appointment of the three members of the Board of Sewer Commissioners, and made no substantive changes.

YES

NO

**QUESTION 6:**

Shall this Town approve the charter amendment proposed by Article 10 of the Town Meeting relative to the definitions and procedures governing multiple member bodies, as summarized below?

Article 10 of the October 2017 Town Meeting Warrant updated the Charter to add the Town's Website to the definition of "Local Newspaper" in order to clarify that public meeting notices and advertisements will also be posted thereon, and also updated the procedures governing multiple member bodies to reflect that all agendas are posted in accordance with the current requirements of the Massachusetts General Laws.

YES

NO

**QUESTION 7:**

Shall this Town approve the charter amendment proposed by Article 11 of the Town Meeting relative to the deletion of the "Transitional Provisions" section included in the original version of the Charter, and replacing it with a section clarifying the list of appointments to be made by the Board of Selectmen and Town Administrator, respectively, as summarized below?

Article 11 of the October 2017 Town Meeting Warrant updated the Charter to delete the "Transitional Provisions" section included when the Town first adopted the Charter, because transitional provisions are no longer needed, and replaced that section with a section listing the positions which Board of Selectmen appoints, and the positions that the Town Administrator appoints.

YES

NO

**QUESTION 8:**

Shall this Town approve the charter amendment proposed by Article 12 of the Town Meeting, as revised by the opinion of the Attorney General, relative to the clarification of the Charter provisions regarding the appointment, qualification, and term of the Town Administrator, as well as the role, composition, and timing of the Screening Committee for the Town Administrator, as summarized below?

Article 12 of the October 2017 Town Meeting clarified the Charter provisions regarding the appointment, qualification and term of the Town Administrator, including removal of outdated

references to the Town Administrator's salary, and including a statement of the experience and education requirements for that position. It also clarified the role, composition, and timing of the Screening Committee for the appointment of the Town Administrator. After review of Article 12, the Attorney General approved the Article, with the exception of one sentence which gave the Screening Committee the authority to appoint the Town Administrator should the Board of Selectmen fail to act within 45 days after the Screening Committee's submission to the Board of its nominees for the position. Thus, that sentence of Article 12 is deemed deleted.

YES  
NO

And you are directed to serve this Warrant by posting up an attested copy thereof in some conspicuous place in each of the precincts of the Town at least fourteen days before said meeting.

Hereof fail not and make due return of this Warrant, with your doings thereon to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this 3<sup>rd</sup> day of April in the year of our Lord Two Thousand Eighteen.

BOARD OF SELECTMEN

TOWN OF GRAFTON

  
Bruce Spinney III, Chairman

  
Sargon Hanna, Vice Chairman

  
Jennifer Thomas, Clerk

  
Craig Dauphinais

  
Brook Padgett

A TRUE COPY,  
ATTEST:

April 12, 2018

I have complied with the requirements of the above Warrant and with the Town of Grafton By-Laws by posting an attested copy of the Warrant in some conspicuous place in each of the precincts of the town on the above date.

  
Constable of Grafton

**DISCUSSION ITEM 7A: FINANCE COMMITTEE ARTICLE  
RECOMMENDATIONS FOR MAY 14, 2018**

**NOTES:**

At the Selectmen's meeting May 1<sup>st</sup> Chairman Spinney requested this item get placed on the agenda.



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GRAFTON  
SPECIAL TOWN MEETING – MAY 14, 2018  
WARRANT**

**Worcester, ss:**

**To Any of the Constables of the Town of Grafton, in the County of Worcester**

**GREETING:**

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Grafton, qualified to vote in elections and Town affairs, to meet in the Grafton High School Auditorium at the Grafton High School on Monday, the Fourteenth Day of May, 2018 at Seven O'clock PM (7:00PM) and act on the following articles, to wit:

**ARTICLE 1. ADJUST FY18 BUDGET**

To see if the Town will vote to transfer from available sources a sum of money for the purpose of adjusting certain line items within the operating budget for FY18, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 1.**

Finance Committee recommends passage of Article 1 as written in the amount of \$48,100.00.

This article funds the shortfalls in the FY18 budget by transferring unspent funds from various departments in the amount of \$17,600.00 through the use of the Overlay Surplus Account in the amount of \$30,500.00 and the use of Free Cash in the amount of \$30,658.71.

**TO TRANSFER:**

<i>Amount</i>	<i>From</i>	<i>To</i>
\$ 12,000.00	Police Administrative Personnel Salaries 1.210.1.5113	Police Building Repair Maintenance 1.210.2.5250
\$ 4,000.00	Overlay Surplus Account	Human Resources Temporary Staff Services
\$ 6,500.00	Overlay Surplus Account	Unclassified: Town Insurance
\$ 6,000.00	Overlay Surplus Account	Zoning Board of Appeals Personnel
\$ 4,000.00	Overlay Surplus Account	Human Resources Personnel
\$ 10,000.00	Overlay Surplus Account	MIS GIS Expenses
\$ 2,000.00	DPW Expenses	Conservation Personnel
\$ 30,658.71	Free Cash	Destination Imagination
\$ 3,600.00	Town Clerk Personnel	Municipal Expenses

**ARTICLE 2. BALANCE FY18 SNOW & ICE ACCOUNT**

To see if the Town will vote to transfer a sum of money from available sources for the purposes of balancing the Snow & Ice Account, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 2.**

Finance Committee recommends passage of Article 2 in the amount of \$300,000.00.

This article covers the deficit spending in the FY18 Snow and Ice Account. The transfer of funds from the Overlay Surplus Account will balance the Snow and Ice Salaries Account and the Snow and Ice Expenses Account.

### **ARTICLE 3. AUTHORIZE PAYMENT OF PRIOR FISCAL YEAR BILLS**

To see if the Town will vote to authorize payment of any prior fiscal year bills from available sources or take any other action relative thereto.

Submitted by: Town Administrator

#### **Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 3.**

Finance Committee recommends passage of Article 3 in the amount of \$277.03.

This article allows payment of this bill through the School Choice Account.

### **ARTICLE 4. FUND FY18 UNEMPLOYMENT LIABILITY**

To see if the Town will vote to transfer a sum of money from available funds for the purposes of funding the Town's FY18 Unemployment Liability, or take any other action relative thereto.

Submitted by: Town Administrator

#### **Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 4.**

Finance Committee recommends passage of Article 4 in the amount of \$10,500.00

This article funds the shortfall from the Overlay Surplus Account to balance the Unemployment Insurance Account for FY18.

### **ARTICLE 5. SICK AND VACATION BUYBACK**

To see if the Town will vote to raise and appropriate and/or transfer a sum of money from available sources, to fund the accumulated sick and vacation leave buyback for retiring employees pursuant to the Town By-Laws and/or collective bargaining agreements, or take any other action relative thereto.

Submitted by: Town Administrator

#### **Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 5.**

Finance Committee opposes passage of Article 5 as written.

Finance Committee understands that this article will be passed over on Town Meeting floor.

There are no retiring employees at this time.

### **ARTICLE 6. ASSESSORS VISION SYSTEM CONVERSION**

To see if the Town will vote to transfer a sum of money from available sources, to fund the Assessors conversion from Version 6.5 to Version 8 of Vision, or take any other action relative thereto.

Submitted by: Town Administrator

#### **Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 6.**

Finance Committee recommends passage of Article 6 in the amount of \$9,000.00

This article allows for the latest Conversion upgrade in the Assessor's Office with the Overlay Surplus Account as its funding source.

### **ARTICLE 7. SALE OF REAL PROPERTY AT 20 BLANCHARD ROAD**

To see if the Town will vote to authorize the Board of Selectmen to negotiate the sale of real property located at 20 Blanchard Road, identified on the Board of Assessor's Map 88 Lot161A, at the abutters request, for a sum of money not less than \$500, or take any other action relative thereto.

Submitted by: Town Administrator

#### **Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 7.**

Finance Committee recommends passage of Article 7 as written.

This article authorizes the Board of Selectmen to negotiate the sale of this property.

**ARTICLE 8. TRANSFER OF REAL PROPERTY AT 53 MILLBURY STREET**

Millbury Street, identified on the Board of Assessor's Map 73 Lot 34, to the Affordable Housing Trust for a sum of money, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 8.**

Finance Committee opposes passage of Article 8 as written.

Finance Committee understands that this article will be passed over on Town Meeting floor.

**ARTICLE 9. PURCHASE OF REAL PROPERTY AT 20 CREEPER HILL ROAD**

To see if the Town will vote to authorize the Board of Selectmen to exercise the Town's right of first refusal under MGL ch.61A §14 for the purchase of real property located at 20 Creeper Hill Road, identified on the Board of Assessor's Map 10 Lot 2, and 18 Creeper Hill Road, -identified on the Board of Assessor's Map 10 Lot 24 and Map 10 Lot 24A, to be used and developed at the direction of the Board of Selectmen, upon such terms and conditions as the Board of Selectmen determine to be in the best interests of the Town, for a sum of money not less than \$350,000, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 9.**

Finance Committee opposes passage of Article 9.

This article draws down the Town's reserves and provides no clear future plan for the use of the land.

**ARTICLE 10. PURCHASE OF REAL PROPERTY AT 73R OLD WESTBORO ROAD** To see if the Town will vote to authorize the Board of Selectmen to exercise the Town's right of first refusal under MGL ch.61A §14 for the purchase of real property located at 73 Rear Old Westboro Road, identified on the Board of Assessor's Map 39 Lot 4.A, to be used and developed at the direction of the Board of Selectmen, upon such terms and conditions as the Board of Selectmen determine to be in the best interest of the Town, for a sum of money not less than \$1,000, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 10.**

Finance Committee opposes passage of Article 10 as written.

Finance Committee understands that this article will be passed over on Town Meeting floor.

**ARTICLE 11. INCREASE REVOLVING ACCOUNT SPENDING LIMIT**

To see if the Town will vote to amend Article 8 of the May 2017 Annual Town Meeting and increase the Board of Health Vaccine Administration revolving account spending limit for FY18 from \$10,000 to \$20,000 or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 11.**

Finance Committee recommends passage of Article 11 as written.

This article increases the Board of Health's revolving account to better accommodate their Health Vaccine Program.

**ARTICLE 12. CPC – AFFORDABLE HOUSING RESERVE ADJUSTMENT**

To see if the Town will vote to appropriate \$884.44 from the fiscal year 2018 Community Preservation Fund Balance for CPC Purposes, to correct the CPA 10% set aside requirement, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 12.**

Finance Committee recommends passage of Article 12 as written in the amount of \$884.44.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservations Act funds for Affordable Housing purposes. It is the result of a larger than expected State match.

**ARTICLE 13. CPC – HISTORIC PRESERVATION RESERVE ADJUSTMENT**

To see if the Town will vote to appropriate \$884.44 from the fiscal year 2018 Community Preservation Fund Balance for CPC Purposes, to correct the CPA 10% set aside requirement, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 13.**

Finance Committee recommends passage of Article 13 as written in the amount of \$884.44.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservations Act funds for Historic Preservation purposes. It is the result of a larger than expected State match.

**ARTICLE 14. CPC – OPEN SPACE RESERVE ADJUSTMENT**

To see if the Town will vote to appropriate \$884.44 from the fiscal year 2018 Community Preservation Fund Balance for CPC Purposes, to correct the CPA 10% set aside requirement, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Special Town Meeting Warrant Article 14.**

Finance Committee recommends passage of Article 14 as written in the amount of \$884.44.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservations Act funds for Open Space Preservation purposes. It is the result of a larger than expected State match.

**NOTES**

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And you are directed to serve this Warrant by posting up an attested copy thereof in some conspicuous place in each of the precincts of the Town at least fourteen days before said meeting.

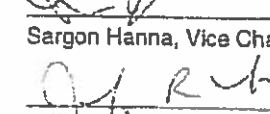
Hereof fail not and make due return of this Warrant, with your doings thereon to the Town Clerk, at the time and place of meeting as aforesaid.

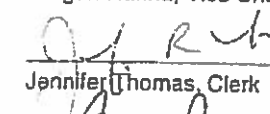
Given under our hands this 12<sup>th</sup> day of April in the year of our Lord Two Thousand Eighteen.

BOARD OF SELECTMEN

TOWN OF GRAFTON

  
Bruce Spinney III, Chairman

  
Sargon Hanna, Vice Chairman

  
Jennifer Thomas, Clerk

  
Craig Dauphinais

  
Brook Padgett

A TRUE COPY,  
ATTEST:

April 12, 2018

I have complied with the requirements of the above Warrant and with the Town of Grafton By-Laws by posting an attested copy of the Warrant in some conspicuous place in each of the precincts of the town on the above date.

  
Constable of Grafton

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GRAFTON  
ANNUAL TOWN MEETING – May 14, 2018  
WARRANT**

**Worcester, ss:**

**To Any of the Constables of the Town of Grafton, in the County of Worcester**

**GREETING:**

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Grafton, qualified to vote in elections and Town affairs, to meet in the Grafton High School Auditorium at the Grafton High School on Monday, the Fourteenth Day of May, 2018 at Seven Thirty O'clock PM (7:30PM) and act on the following articles, to wit:

**ARTICLE 1. HEAR REPORTS OF OFFICES, BOARDS AND COMMITTEES**

To hear the reports of the several Town Officers, Boards and Committees, or to take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 1.**

Finance Committee recommends acceptance of the printed annual reports and any other reports.

**ARTICLE 2. APPOINT TRUSTEE OF NELSON PARK AND MEMORIAL**

To see if the Town will vote to appoint a Trustee of the Nelson Park and Memorial Library and Building Fund for a term of three years, or to take any other action relative thereto.

Submitted by: Nelson Park and Memorial Trustees

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 2.**

Finance Committee recommends passage of Article 2.

Finance Committee concurs with the appointment of Roger Currier as Trustee of the Nelson Park and Memorial Library and Building Fund.

**ARTICLE 3. TOWN'S SHARE OF NET OPERATING COSTS – BLACKSTONE VALLEY VOCATIONAL REGIONAL SCHOOL DISTRICT**

To see if the Town will vote to raise and appropriate \$742,565, or any other amount, for the purpose of paying the Town's share of the net operating costs of the Blackstone Valley Vocational Regional School District (the "District") for the Fiscal Year commencing July 1, 2018, or take any other action relative thereto.

Submitted by: Blackstone Valley Vocational Regional School District  
Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 3.**

Finance Committee recommends passage of Article 3 as written in the amount of \$742,565.00.

This article provides the Town's share of the net operating cost of the Blackstone Valley Regional School District for FY19 and reflects a slight decrease in enrollment of Grafton students.

To see if the Town will vote to raise and appropriate \$51,435, or any other amount, to fund the principal and interest costs for FY19 to be incurred by the Blackstone Valley Vocational Regional School District for its capital expansion project, or take any other action relative thereto.

This appropriation will fund the principal and interest cost for FY19 to be incurred by Blackstone Valley Regional School District for its capital expansion project.

This article raises and appropriates \$58,212,040.00 with an amount of \$3,450,099.00 in non-appropriated funds. The FY19 budget is \$2,861,010.00 or a 4.9% increase over the FY2018 budget.

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#		ACTUAL	BUDGET	DEPT. REQUEST	TOWN ADMIN		CHANGE
114	<b>Town Moderator</b>						
	Personnel	\$150	\$150	\$150	\$150	\$0	0.0%
	Expenses	\$0	\$300	\$150	\$150	(\$150)	-50.0%
	Total	\$150	\$450	\$300	\$300	(\$150)	-33.3%
122	<b>Board of Selectmen</b>						
	Personnel	\$61,290	\$137,000	\$60,000	\$60,000	(\$77,000)	-56.2%
	Expenses	\$8,002	\$14,600	\$8,000	\$8,000	(\$6,600)	-45.2%
	Total	\$69,292	\$151,600	\$68,000	\$68,000	(\$83,600)	-55.1%
123	<b>Town Administrator</b>						
	Personnel	\$263,580	\$293,145	\$305,149	\$305,149	\$12,004	4.1%
	Expenses	\$57,354	\$63,791	\$59,000	\$59,000	(\$4,791)	-7.5%
	Total	\$320,934	\$356,936	\$364,149	\$364,149	\$7,213	2.0%
131	<b>Finance Committee</b>						
	Personnel	\$9,568	\$9,759	\$10,556	\$10,556	\$797	8.2%
	Expenses	\$6,297	\$8,050	\$8,050	\$4,650	(\$3,400)	-42.2%
	Equipment	\$0	\$0	\$0	\$0	\$0	0.0%
	Total	\$15,865	\$17,809	\$18,606	\$15,206	(\$2,603)	-14.6%
132	<b>Reserve Fund</b>						
	Expenses	\$29,500	\$75,000	\$75,000	\$75,000	\$0	0.0%
	Total	\$29,500	\$75,000	\$75,000	\$75,000	\$0	0.0%
135	<b>Town Accountant</b>						
	Personnel	\$134,722	\$129,758	\$147,994	\$133,994	\$4,236	3.3%
	Expenses	\$19,900	\$22,879	\$23,265	\$21,670	(\$1,209)	-5.3%
	Equipment	\$0	\$0	\$2,000	\$0	\$0	N/A
	Total	\$154,622	\$152,637	\$173,259	\$155,664	\$3,027	2.0%
141	<b>Board of Assessors</b>						
	Personnel	\$145,105	\$149,995	\$156,925	\$156,805	\$6,810	4.5%
	Expenses	\$25,991	\$26,460	\$41,340	\$41,340	\$14,880	56.2%
	Equipment	\$5,880	\$0	\$0	\$0	\$0	0.0%
	Total	\$176,975	\$176,455	\$198,265	\$198,145	\$21,690	12.3%
145	<b>Collector/Treasurer</b>						
	Personnel	\$222,988	\$244,955	\$255,106	\$255,106	\$10,151	4.1%
	Expenses	\$88,379	\$79,128	\$78,506	\$77,462	(\$1,666)	-2.1%
	Equipment	\$345	\$500	\$500	\$500	\$0	0.0%
	Total	\$311,712	\$324,583	\$334,112	\$333,068	\$8,485	2.6%
151	<b>Legal</b>						
	Expenses	\$110,954	\$120,000	\$108,000	\$108,000	(\$12,000)	-10.0%
	Total	\$110,954	\$120,000	\$108,000	\$108,000	(\$12,000)	-10.0%
	<b>Human Resources</b>						
	Personnel	\$34,638	\$37,278	\$36,110	\$36,110	(\$1,168)	-3.1%
	Expenses	\$26,152	\$32,700	\$36,200	\$35,900	\$3,200	9.8%



153	Total	\$60,790	\$69,978	\$72,310	\$72,010	\$2,032	2.9%
155	<b>MIS/GIS</b>	<b>FY2017 ACTUAL</b>	<b>FY2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>FY2019 TA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
	Expenses	\$100,665	\$80,000	\$122,310	\$122,310	\$42,310	52.9%
	Equipment	\$11,752	\$12,000	\$12,000	\$11,000	(\$1,000)	-8.3%
	Total	\$112,417	\$92,000	\$134,310	\$133,310	\$41,310	44.9%
156	<b>Copiers</b>						
	Expenses	\$18,517	\$26,500	\$26,500	\$26,500	\$0	0.0%
	Total	\$18,517	\$26,500	\$26,500	\$26,500	\$0	0.0%
161	<b>Town Clerk</b>						
	Salary Town Clerk	\$64,154	\$60,663	\$58,140	\$58,140	\$0	0.0%
	Personnel	\$59,210	\$86,480	\$92,957	\$47,957	(\$41,046)	-47.5%
	Expenses	\$6,214	\$7,810	\$9,175	\$6,975	(\$835)	-10.7%
	Total	\$129,577	\$154,953	\$160,272	\$113,072	(\$41,881)	-27.0%
162	<b>Election &amp; Registration</b>						
	Personnel	\$19,101	\$13,475	\$23,275	\$23,275	\$9,800	72.7%
	Expenses	\$17,394	\$14,000	\$22,150	\$22,150	\$8,150	58.2%
	Total	\$36,496	\$27,475	\$45,425	\$45,425	\$17,950	65.3%
166	<b>CATV Oversight Committee</b>						
	Expenses	\$3,027	\$3,900	\$2,800	\$2,800	(\$1,100)	-28.2%
	Total	\$3,027	\$3,900	\$2,800	\$2,800	(\$1,100)	-28.2%
171	<b>Conservation Committee</b>						
	Personnel	\$78,415	\$84,950	\$87,199	\$87,154	\$2,204	2.6%
	Expenses	\$11,588	\$13,987	\$13,477	\$12,929	(\$1,058)	-7.6%
	Total	\$90,003	\$98,937	\$100,676	\$100,083	\$1,146	1.2%
175	<b>Planning Board</b>						
	Personnel	\$178,728	\$196,117	\$235,451	\$205,451	\$9,334	4.8%
	Expenses	\$9,352	\$10,450	\$13,050	\$13,050	\$2,600	24.9%
	Total	\$188,080	\$206,567	\$248,501	\$218,501	\$11,934	5.8%
176	<b>Appeals Board</b>						
	Personnel	\$13,426	\$10,068	\$23,895	\$23,895	\$13,827	137.3%
	Expenses	\$2,159	\$3,000	\$2,750	\$2,750	(\$250)	-8.3%
	Total	\$15,585	\$13,068	\$26,645	\$26,645	\$13,577	103.9%
182	<b>Economic Development</b>						
	Expenses	\$4,411	\$13,000	\$12,300	\$12,300	(\$700)	-5.4%
	Total	\$4,411	\$13,000	\$12,300	\$12,300	(\$700)	-5.4%
191	<b>Farnumsville Fire House</b>						
	Expenses	\$1,145	\$2,000	\$1,850	\$1,850	(\$150)	-7.5%
	Total	\$1,145	\$2,000	\$1,850	\$1,850	(\$150)	-7.5%
192	<b>South Grafton Community House</b>						
	Personnel	\$0	\$2,500	\$2,000	\$2,000	(\$500)	0.0%
	Expenses	\$10,043	\$15,950	\$15,700	\$15,700	(\$250)	-1.6%
	Total	\$10,043	\$18,450	\$17,700	\$17,700	(\$750)	-4.1%

	<b>Municipal Center</b>	<b>FY2017 ACTUAL</b>	<b>FY2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>FY2019 TA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
193	Personnel	\$142,939	\$146,771	\$148,480	\$148,480	\$1,709	1.2%
	Expenses	\$178,568	\$219,200	\$202,700	\$202,700	(\$16,500)	-7.5%
	<b>Total</b>	<b>\$321,506</b>	<b>\$365,971</b>	<b>\$351,180</b>	<b>\$351,180</b>	<b>(\$14,791)</b>	<b>-4.0%</b>
195	<b>Unclassified Personnel</b>						
	Retirement & Pensions	\$1,446,017	\$1,527,028	\$1,678,129	\$1,678,129	\$151,101	9.9%
	Medicare / FICA	\$526,172	\$445,000	\$475,000	\$475,000	\$30,000	6.7%
	Group Life Insurance	\$5,981	\$7,000	\$7,000	\$7,000	\$0	0.0%
	Group Health Insurance	\$4,063,513	\$4,357,649	\$4,457,005	\$4,457,005	\$99,356	2.3%
	<b>Total Personnel Services</b>	<b>\$6,041,682</b>	<b>\$6,336,677</b>	<b>\$6,617,134</b>	<b>\$6,617,134</b>	<b>\$280,457</b>	<b>4.4%</b>
	<b>Unclassified Expenses</b>						
	Auditing Services	\$27,000	\$27,000	\$28,000	\$28,000	\$1,000	3.7%
	Town Report	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.0%
	Ambulance Service	\$0	\$0	\$0	\$0	\$0	N/A
	GWD Hydrant Rental	\$49,725	\$66,300	\$66,300	\$66,300	\$0	0.0%
	SGWD Hydrant Rental	\$17,800	\$18,000	\$21,000	\$21,000	\$3,000	16.7%
	Memorial Day Expenses	\$2,989	\$4,000	\$4,000	\$4,000	\$0	0.0%
	Historic District Commission	\$0	\$800	\$800	\$800	\$0	0.0%
	Historical Commission	\$0	\$2,000	\$2,000	\$2,000	\$0	0.0%
	Town Insurance / Workers Comp	\$524,701	\$567,650	\$624,415	\$624,415	\$56,765	10.0%
	Employee Assistance Program	\$242	\$1,200	\$1,200	\$1,200	\$0	0.0%
	Medicaid Claim Processing	\$5,567	\$8,000	\$8,000	\$8,000	\$0	0.0%
	<b>Total Expenses</b>	<b>\$630,024</b>	<b>\$696,950</b>	<b>\$757,715</b>	<b>\$757,715</b>	<b>\$60,765</b>	<b>8.7%</b>
	<b>Total Unclassified</b>	<b>\$6,671,706</b>	<b>\$7,033,627</b>	<b>\$7,374,849</b>	<b>\$7,374,849</b>	<b>\$341,222</b>	<b>4.9%</b>
196	<b>Fuel</b>						
	Expenses	\$89,906	\$130,000	\$100,000	\$100,000	(\$30,000)	-23.1%
	<b>Total</b>	<b>\$89,906</b>	<b>\$130,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>(\$30,000)</b>	<b>-23.1%</b>
210	<b>Police Department</b>						
	Personnel	\$1,892,971	\$1,964,699	\$2,061,445	\$2,061,445	\$96,746	4.9%
	Expenses	\$175,390	\$169,100	\$183,490	\$183,490	\$14,390	8.5%
	Equipment	\$82,000	\$81,950	\$76,000	\$44,000	(\$37,950)	-46.3%
	<b>Total</b>	<b>\$2,150,361</b>	<b>\$2,215,749</b>	<b>\$2,320,935</b>	<b>\$2,288,935</b>	<b>\$73,186</b>	<b>3.3%</b>
220	<b>Fire Department</b>						
	Personnel	\$363,995	\$401,824	\$433,466	\$433,356	\$31,532	7.8%
	Expenses	\$206,212	\$187,270	\$174,458	\$174,458	(\$12,812)	-6.8%
	Equipment	\$122,018	\$129,233	\$120,465	\$120,465	(\$8,768)	-6.8%
	<b>Total</b>	<b>\$692,225</b>	<b>\$718,327</b>	<b>\$728,389</b>	<b>\$728,279</b>	<b>\$9,952</b>	<b>1.4%</b>
241	<b>Building Inspector</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2019</b>	<b>\$ CHANGE</b>	<b>%</b>

		ACTUAL	BUDGET	REQUEST	TA		CHANGE
242	Personnel	\$168,743	\$172,572	\$176,662	\$175,662	\$3,090	1.8%
	Expenses	\$3,061	\$6,750	\$9,500	\$5,250	(\$1,500)	-22.2%
	Total	\$171,804	\$179,322	\$186,162	\$180,912	\$1,590	0.9%
	<b>Gas Inspector</b>						
	Personnel	\$9,293	\$12,850	\$13,030	\$13,030	\$180	1.4%
	Expenses	\$834	\$1,920	\$1,920	\$1,770	(\$150)	-7.8%
	Total	\$10,126	\$14,770	\$14,950	\$14,800	\$30	0.2%
243	<b>Plumbing Inspector</b>						
	Personnel	\$9,045	\$14,478	\$14,676	\$14,676	\$198	1.4%
	Expenses	\$799	\$2,000	\$2,000	\$1,835	(\$165)	-8.3%
	Total	\$9,844	\$16,478	\$16,676	\$16,511	\$33	0.2%
244	<b>Sealer of Weights &amp; Measures</b>						
	Personnel	\$7,697	\$8,031	\$8,075	\$8,075	\$44	0.6%
	Expenses	\$433	\$375	\$775	\$775	\$400	106.7%
	Total	\$8,130	\$8,406	\$8,850	\$8,850	\$444	5.3%
245	<b>Wiring Inspector</b>						
	Personnel	\$15,270	\$16,741	\$16,741	\$16,741	\$0	0.0%
	Expenses	\$2,066	\$2,800	\$2,800	\$2,650	(\$150)	-5.4%
	Total	\$17,336	\$19,541	\$19,541	\$19,391	(\$150)	-0.8%
291	<b>Emergency Management</b>						
	Personnel	\$1,400	\$1,400	\$1,400	\$1,400	\$0	0.0%
	Expenses	\$5,536	\$7,850	\$7,750	\$7,750	(\$100)	-1.3%
	Total	\$6,936	\$9,250	\$9,150	\$9,150	(\$100)	-1.1%
292	<b>Animal Control</b>						
	Personnel	\$7,217	\$7,217	\$0	\$0	(\$7,217)	-100.0%
	Expenses	\$0	\$200	\$25,000	\$25,000	\$24,800	12400%
	Total	\$7,217	\$7,417	\$25,000	\$25,000	\$17,583	237.1%
296	<b>Animal Inspector</b>						
	Personnel	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
	Expenses	\$0	\$0	\$0	\$0	\$0	N/A
	Total	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
300	<b>School Department</b>						
	Expenses	\$30,336,872	\$33,261,500	\$35,693,763	\$35,006,960	\$1,745,460	5.25%
	Total	\$30,336,872	\$33,261,500	\$35,693,763	\$35,006,960	\$1,745,460	5.25%
410	<b>Engineering Department</b>						
	Personnel	\$74,648	\$76,141	\$77,664	\$77,664	\$1,523	2.0%
	Expenses	\$33,810	\$54,000	\$59,850	\$58,475	\$4,475	8.3%
	Total	\$108,458	\$130,141	\$137,514	\$136,139	\$5,998	4.6%
	<b>Highway Department</b>	FY2017	FY2018	FY2019	FY2019	\$ CHANGE	%

		ACTUAL	BUDGET	REQUEST	TA		CHANGE
420	Personnel	\$611,495	\$677,894	\$710,598	\$710,598	\$32,704	4.8%
	Expenses	\$374,374	\$471,600	\$492,300	\$488,500	16,900	3.6%
	Total	\$985,869	\$1,149,494	\$1,202,898	\$1,199,098	\$49,604	4.3%
421	<b>Sanitation</b>						
	Personnel	\$12,368	\$16,010	\$16,010	\$16,010	\$0	0.0%
	Expenses	\$754,629	\$906,000	\$910,172	\$910,172	\$4,172	0.5%
	Total	\$766,997	\$922,010	\$926,182	\$926,182	\$4,172	0.5%
423	<b>Snow &amp; Ice Control</b>						
	Personnel	\$83,971	\$38,000	\$38,000	\$38,000	\$0	0.0%
	Expenses	\$303,856	\$112,000	\$112,000	\$112,000	\$0	0.0%
	Total	\$387,827	\$150,000	\$150,000	\$150,000	\$0	0.0%
424	<b>Street Lighting</b>						
	Expenses	\$54,195	\$65,000	\$63,000	\$63,000	(\$2,000)	-3.1%
	Total	\$54,195	\$65,000	\$63,000	\$63,000	(\$2,000)	-3.1%
440	<b>Sewer Department (Funded from Sewer Use Receipts Reserved Account)</b>						
	Personnel	\$423,214	\$458,720	\$433,300	\$433,300	(\$25,420)	-5.5%
	Expenses	\$568,690	\$675,500	\$666,700	\$666,700	(\$8,800)	-1.3%
	Total	\$991,905	\$1,134,220	\$1,100,000	\$1,100,000	(\$34,220)	-3.0%
491	<b>Cemetery and Parks</b>						
	Personnel	\$209,843	\$228,138	\$218,739	\$218,739	(\$9,399)	-4.1%
	Expenses	\$62,991	\$75,250	\$92,350	\$92,350	\$17,100	22.7%
	Total	\$272,834	\$303,388	\$311,089	\$311,089	\$7,701	2.5%
510	<b>Health Department</b>						
	Personnel	\$51,145	\$51,149	\$52,884	\$52,884	\$1,735	3.4%
	Expenses	\$75,764	\$84,775	\$99,625	\$99,625	\$14,850	17.5%
	Total	\$126,909	\$135,924	\$152,509	\$152,509	\$16,585	12.2%
541	<b>Council On Aging</b>						
	Personnel	\$166,773	\$193,779	\$200,137	\$198,137	\$4,358	2.2%
	Expenses	\$15,312	\$19,870	\$19,370	\$19,150	(\$720)	-3.6%
	Total	\$182,084	\$213,649	\$219,507	\$217,287	\$3,638	1.7%
542	<b>Together We Can</b>						
	Expenses	\$3,300	\$3,300	\$3,300	\$3,300	\$0	0.0%
	Total	\$3,300	\$3,300	\$3,300	\$3,300	\$0	0.0%
543	<b>Veterans Services</b>						
	Personnel	\$66,554	\$81,924	\$84,453	\$83,675	\$1,751	2.1%
	Expenses	\$55,096	\$81,500	\$87,800	\$87,850	\$6,350	7.8%
	Total	\$121,651	\$163,424	\$172,253	\$171,525	\$8,101	5.0%
	<b>Library</b>	FY2017 ACTUAL	FY2018 BUDGET	FY2019 REQUEST	FY2019 TA	\$ CHANGE	% CHANGE
	Personnel	\$446,528	\$531,361	\$590,282	\$582,082	\$50,721	9.5%

610	Expenses		\$168,877	\$211,125	\$218,950	\$218,950	\$7,825	3.7%
	Equipment		\$1,300	\$5,500	\$1,200	\$1,200	(\$4,300)	-78.2%
	DEPT	Total	\$616,705	\$747,986	\$810,432	\$802,232	\$8,246	7.3%
630	PROJECT COST Funding Source							
	FIRE							
	Recreation Commission							
	Personnel	Fire-rescue Lease*	\$179,178	\$202,561	\$221,505	\$221,505	\$18,509	Free Cash
	Expenses		\$49,886	\$39,710	\$44,865	\$42,515	\$2,805	7.1%
		Replace Truck #26 (F-450) with Plow	\$229,884	\$242,871	\$266,370	\$263,559	\$21,314	Free Cash
RECREATION								
650	Nelson Library & Park		Major Appliance Replacement			\$18,000	Free Cash	
	Personnel	Boathouse/ Snack Bar Roof/Repairs	\$16,541	\$17,500	\$20,200	\$20,200	\$2,700	Free Cash
	Expenses		\$7,727	\$11,900	\$13,500	\$13,150	\$1,250	10.5%
	Equipment		\$0	\$0	\$1,000	\$1,000	\$1,000	N/A
	Total		\$24,068	\$29,400	\$34,700	\$34,350	\$4,950	16.8%
710	Retirement of Debt							
	Expenses		\$2,435,000	\$2,495,000	\$2,891,965	\$2,916,965	\$421,965	16.9%
	Total		\$2,435,000	\$2,495,000	\$2,891,965	\$2,916,965	\$421,965	16.9%
750	Debt Interest							
	Expenses		\$1,429,256	\$1,341,707	\$1,594,242	\$1,550,830	\$209,123	15.6%
	Total		\$1,429,256	\$1,341,707	\$1,594,242	\$1,550,830	\$209,123	15.6%
Non-Appropriated Expenses								
Expenses		\$3,489,996	\$3,490,055	\$3,449,999	\$3,449,999	(\$40,056)	-1.1%	
Total		\$3,489,996	\$3,490,055	\$3,449,999	\$3,449,999	(\$40,056)	-1.1%	
TOTAL		\$56,403,593	\$58,801,128	\$62,525,886	\$61,662,139	\$2,861,010	4.9%	

#### ARTICLE 6. FUND FY19 CAPITAL EXPENDITURE BUDGET

To see if the Town will vote to appropriate a sum of money from free cash, and transfer a sum of money from available sources, for the purposes of funding the FY19 Capital Expenditure Budget, said sum to be spent under the direction of the Board of Selectmen and Town Administrator, or take any other action relative thereto.

Submitted by: Town Administrator

#### Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 6.

Finance Committee recommends passage of Warrant Article 6 as written.

This warrant article transfers a sum of 918,542.00 from Free Cash to fund the list of capital improvements listed below.

#### NOTES

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<b>ELECTION &amp; REGISTRATION</b>			
	<u>Codification Services for By-Laws</u>	\$18,500	Free Cash
<b>GENERAL GOVERNMENT</b>			
	F-250 Pickup Truck with Plow	\$40,000	Free Cash
	Handicap Ramps	\$75,000	Free Cash
<b>FIRE DEPARTMENT</b>			
	<u>Replace Forestry 1- Military Chassis</u>	\$100,000	Free Cash
	<u>Replace Car 1 – Ford Expedition</u>	\$60,000	Free Cash
	<b>Total Town</b>	<b>\$536,042</b>	<b>From Free Cash</b>
<b>SCHOOLS</b>			
	Univents*	\$69,500	Free Cash
	<u>Create Life Skills Class Room – GMS</u>	\$48,000	Free Cash
	<u>SpED Van</u>	\$55,000	Free Cash or Grant
	<u>Tech Hardware/Infrastructure</u>	\$130,000	Free Cash
	<u>Install/Repair Sidewalk SGES</u>	\$24,000	Free Cash
	<u>HVAC/Plumbing Repairs</u>	\$56,000	Free Cash
	<b>Total Schools</b>	<b>\$382,500</b>	<b>From Free Cash</b>
<b>TOTAL</b>		<b>\$918,542</b>	

#### FY19 CAPITAL IMPROVEMENT PLAN

The total amount spent on capital improvements is in line with historical annual spending on capital improvements. The list of items was vetted and prioritized with budget requestors by the Town Administrator. The proposed list was provided by the Town Administrator and was reviewed and approved by the Capital Improvement Planning Committee. Subsequent to approval by CIPC, the School Department requested and was granted approval to remove a hot water heater \$42,000 and a tractor \$14,000 and add \$56,000 for HVAC/plumbing repairs.

#### ARTICLE 7. TRANSPORTATION BOND BILL

To see if the Town will vote to appropriate a sum of money for State-Aid Highway purposes, as requested by the Board of Selectmen, to be reimbursed from the Commonwealth under the provisions of the Transportation Bond Bill, so-called, and amendments thereto, for roadway construction, reconstruction and improvements, including surface treatments and other work incidental to the above, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 7.**

Finance Committee recommends passage of Article 7 in the amount of \$500,906.00.

This article allows the Town to receive Chapter 90 funds as a reimbursement for projects accepted by the provisions of the Transportation Bond Bill. The spending of these funds is under the direction of the Board of Selectmen.

#### **ARTICLE 8. AUTHORIZE BOARD TO ACCEPT & ENTER INTO CONTRACTS**

To see if the Town will vote to authorize the Board of Selectmen to accept and enter into contracts for the expenditure of any funds allotted by the Commonwealth of Massachusetts for construction, reconstruction, or improvements to public roads, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 8.**

Finance Committee recommends passage of Article 8 as written.

This article allows the Board of Selectmen to conduct routine Town business.

#### **ARTICLE 9A. REAUTHORIZE REVOLVING ACCOUNTS**

To see if the Town will vote to amend Chapter 20 of the Town of Grafton General Bylaws by adding a new Article 39 to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under G.L. c. 44, § 53E½, in the Town of Grafton as follows:

##### **ARTICLE 39 REVOLVING FUNDS**

#### **Section 1. Purpose.**

- a. This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges, or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under, and governed by, General Laws Chapter 44, § 53E½.

#### **Section 2. Expenditure Limitations.**

- a. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:
  - (i) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund [, except for those employed as school bus drivers2].
  - (ii) No liability shall be incurred in excess of the available balance of the fund.
  - (iii) The total amount spent during a fiscal year shall not exceed the amount authorized by Town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the select board and finance committee.

Article 9A Reauthorize Revolving Accounts continued

#### **Section 3. Interest.**

- a. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

#### **Section 4. Procedures and Reports.**

- a. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies, and the expenditure and payment of Town funds, shall apply to the

use of a revolving fund established and authorized by this by-law. The Town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund, and the balance available for expenditure in the regular report that the Town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

**Section 5. Authorized Revolving Funds.**

This Table establishes:

- a. Each revolving fund authorized for use by a town department, board, committee, agency or officer;
- b. The department or agency head, board, committee or officer authorized to spend from each fund;
- c. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant;
- d. The expenses of the program or activity for which each fund may be used;
- e. Any restrictions or conditions on expenditures from each fund;
- f. Any reporting or other requirements that apply to each fund, and
- g. The fiscal years that each fund shall operate under this by-law.

<b>Board/Department/Officer authorized to expend:</b>	<b>Revenue Source</b>	<b>Funds may be expended only for:</b>	<b>FISCAL YEARS</b>
Town Administrator	Rent and Utilities	One Grafton Common maintenance	Fiscal Year 2019 and subsequent years
School Department	State and Federal Grants	Staff Development Workshops	Fiscal Year 2019 and subsequent years
School Department	Tuition Payments	Early Childhood Programs	Fiscal Year 2019 and subsequent years
School Department	Out of district fees	Out of district transportation	Fiscal Year 2019 and subsequent years
School Department	Sale of Surplus	Education Tablets & Laptops	Fiscal Year 2019 and subsequent years
Council on Aging	Ridership fees	Elder Bus Transportation	Fiscal Year 2019 and subsequent years
Conservation Commission	Filing Fees	Expenses related to duties	Fiscal Year



			2019 and subsequent years
Fire Department	Inspection Fees	Fire Sprinkler System Review	Fiscal Year 2019 and subsequent years
Board of Health	Medicare Part 855B	Vaccine Administration	Fiscal Year 2019 and subsequent years
<b>Board/Department/Officer authorized to expend:</b>	<b>Revenue Source</b>	<b>Funds may be expended only for:</b>	<b>FISCAL YEARS</b>
Board of Health	Community Nursing Gift Account	CPR and Sharps Containers	Fiscal Year 2019 and subsequent years
Board of Health	Tufts Biomedical Inspections	Inspections at Tufts University	Fiscal Year 2019 and subsequent years
Board of Health	Septic Plan Review	Central MA Regional Health Alliance Septic Plan Review	Fiscal year 2019 and subsequent years
Board of Health	Soil Testing	Central MA Regional Health Alliance Soil Testing	Fiscal year 2019 and subsequent years
Board of Health	Well Review	Central MA Regional Health Alliance Well Review	Fiscal year 2019 and subsequent years
South Grafton Community House	Rental fees	Maintenance and upkeep	Fiscal Year 2019 and subsequent years
Library	Lost Book fees	Replacement of materials	Fiscal Year 2019 and subsequent years
Council on Aging	Program Fees	Program Funding	Fiscal Year 2019 and subsequent years
Conservation Commission	Storm Water Bylaw	Expenses for Administration	Fiscal Year

			2019 and subsequent years
Library	User fees	Replenishing materials	Fiscal Year 2019 and subsequent years

Or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 9A.**

The Finance Committee recommends passage of Article 9A as written.

This article satisfies the requirements of the Town of Grafton's General By-Laws to establish and authorize revolving funds.

**ARTICLE 9B. AUTHORIZE SPENDING LIMITS FOR REVOLVING ACCOUNTS**

To see if the Town will vote to authorize the total expenditures for the following revolving funds pursuant to G.L. c44 Section 53E ½ for the fiscal year beginning July 1, 2018, to be expended in accordance with the bylaws heretofore approved.

Board/Department/Officer authorized to expend:	Spending Limit
Town Administrator	\$200,000
School Department	\$10,000
Board/Department/Officer authorized to expend:	Spending Limit
School Department	\$200,000
School Department	\$50,000
School Department	\$50,000
Council on Aging	\$35,000
Conservation Commission	\$25,000
Fire Department	\$10,000
Board of Health	\$20,000
Board of Health	\$5,000
Board of Health	\$10,000
Board of Health	\$20,000
Board of Health	\$20,000
Board of Health	\$5,000
South Grafton Community House	\$20,000
Library	\$5,000
Council on Aging	\$35,000
Conservation Commission	\$10,000
Library	\$10,000

or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 9B.**

**Finance Committee recommends passage of Article 9B as written.**

This is an annual reauthorization of revolving accounts with the listing of spending limits.

**ARTICLE 10. SPECIAL EDUCATION RESERVE FUND**

To see if the Town will vote to accept the provisions of Chapter 40, Section 13E, of the General Laws to create a Special Education Reserve Fund, consistent with the vote of the Grafton School Committee, for future payments of unanticipated or unbudgeted costs of special education, or out-of-district tuition or transportation, provided, however, that the monies in such fund shall be expended only with the approval of the School Committee and the Board of Selectmen, or take any other action relative thereto.

Submitted by: School Department

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 10.**

Finance Committee recommends passage of Article 10 as written.

This article will provide a Special Education Stabilization fund to assist in defraying the cost of unforeseen special education expense.

**ARTICLE 11. TRANSFER OF FUNDS TO SPECIAL EDUCATION RESERVE FUND**

To see if the Town will vote to transfer a sum of money from available sources to the Special Education Reserve Fund, or take any other action relative thereto.

Submitted by: School Department

The Special Education fund can be withdrawn from with permission from the School Committee and Board of Selectmen. Town Meeting approval is not needed.

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 11.**

Finance Committee recommends passage of Article 11 in the amount of \$300,000.00.

Finance Committee supports the creation of a Special Education Stabilization Account to allow the School Committee to provide unexpected mandated Special Education expenses.

**NOTES-**

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**ARTICLE 12. FIRE DEPARTMENT INSURANCE SUPPLEMENT**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purposes of funding the Fire Department Insurance Supplement established under Article 15 of the March 16, 1987, Special Town Meeting, which is used for the purposes of paying not more than 75.00% of a firefighter's gross pay in case of injury while on duty as specified in Article 15 of the March 16, 1987, Special Town Meeting, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 12.**

Finance Committee recommends passage of Article 12 as written in the amount of \$1,000.00.

It is important that the Town protect the wages of our Call Fire Department fire fighters in case of injury while in service to the Town.

**ARTICLE 13. AUTHORIZE TREASURER/COLLECTOR TO BORROW MONEY**

To see if the Town will vote to authorize the Treasurer/Collector, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2018, in accordance with the provisions of the Massachusetts General Laws, Chapter 44, Section 4, and amendments thereto, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17, and amendments thereto, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 13.**

Finance Committee recommends passage of Article 13 as written.

This article allows the Treasurer/Collector to conduct routine Town business.

**ARTICLE 14. AUTHORIZATION TO BORROW FOR CABLE STUDIO**

To see if the Town will vote to appropriate a sum of money to fund the construction and renovation of a new Grafton Cable Studio, to be located at 26 Providence Road, Grafton, Massachusetts, including all costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 14.**

Finance Committee recommends passage of Article 14.

This article is funded out of proceeds from the local cable TV access charge of 5% of your cable bill. While the current contract will expire in 2020, we expect similar terms to exist in the coming five year renewal agreement.

**ARTICLE 15. UNEMPLOYMENT COMPENSATION**

To see if the Town will vote to raise and appropriate \$145,000, said sum to be added to the Unemployment Compensation Account, for the purposes of paying Unemployment Compensation expenses of the Town, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 15.**

Finance Committee recommends passage of Article 15 in the amount of \$145,000.00.

This article allows funds to be added to the Unemployment Compensation Account.

**ARTICLE 16. FUNDING FOR TRANSPORTATION SERVICES FROM WRTA**

To see if the Town will vote to authorize the Board of Selectmen to request the funding of transportation services from the WRTA, and to contract for and provide elderly bus services for the Town of Grafton for the period of July 1, 2018, through June 30, 2019, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 16.**

Finance Committee recommends passage of Article 16 as written.

This article is an annual authorization to request FY19 WRTA funding of transportation services.

**ARTICLE 17. SALE OF SURPLUS PROPERTY**

To see if the Town will vote to authorize the Board of Selectmen, pursuant to Article 4, Section 9, of the Town By-Laws, to sell certain items under such terms and conditions as it deems appropriate, or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 17.**

Finance Committee opposes passage of Article 17.

It is the understanding of the Finance Committee that this article will be passed over since there are no items to sell at this time.

**ARTICLE 18. CPC – ADMINISTRATIVE RESERVE**

To see if the Town will vote to appropriate the sum of \$24,000 from the fiscal year 2019 Community Preservation Fund Balance for CPC Purposes, for the purpose of funding the operating budget of the Community Preservation Committee, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 18.**

Finance Committee recommends passage of Article 18 as written.

This article is a required transfer of funds from Community Preservation Committee (CPC) revenues into an Operating budget account. This is necessary for the CPC to conduct routine business in FY19.

**ARTICLE 19. CPC – PELL FARM BOND PAYMENT**

To see if the Town will vote to appropriate the sum of \$82,350 from the Community Preservation Open Space Reserve account, for the purpose of making the ninth interest and principle payment on the \$1.2 million bond issued for the purchase of the Pell Farm property, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 19.**

Finance Committee recommends passage of Article 19.

This article authorizes the CPC to make the FY19 principal and interest payment on the bond issued for the Pell Farm property. Finance Committee understands that the article should read that this is the 10<sup>th</sup> payment made towards the 20 year bond commitment.

**ARTICLE 20. CPC – GRAFTON TOWN HOUSE BOND PAYMENT**

To see if the Town will vote to appropriate the sum of \$73,350 from the Community Preservation Historic Preservation Reserve account, for the purpose of making the third interest and principle payment on the \$1.1 million bond issued for the renovation of the Grafton Town House, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 20.**

Finance Committee recommends passage of Article 20 in the amount of \$73,350.00

This article authorizes the CPC to make the FY19 principal and interest payment on the \$1.1 million bond issued for the renovation of the Grafton Town House. Finance Committee understands that the article should read that this is the 4th payment made towards the 20 year bond commitment.

**ARTICLE 21. CPC – AFFORDABLE HOUSING TRUST**

To see if the Town will vote to transfer the sum of \$48,567 from the CPA Affordable Housing Reserve account to the Grafton Affordable Housing Trust, with such funds to be used in accordance with the CPA guidelines for community housing, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 21.**

Finance Committee recommends passage of Article 21 as written.

This article transfers the funds to the Affordable Housing Trust.

**ARTICLE 22. CPC – INSTITUTE WOODS RECREATION TRAIL FEASIBILITY STUDY**

To see if the Town will vote to appropriate the sum of \$14,000 from the CPC Undesignated Fund Balance account, for the purpose of the Institute Woods Recreation Trail Feasibility Study, or take any other action relative thereto.

Submitted by: Community Preservation Committee

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 22.**

Finance Committee recommends passage of Article 22 in the amount of \$14,000.00.

This article transfer funds to the Feasibility Study for the creation of the Institute Woods Recreation Trail which will provide an additional walking trail for Grafton and will create an emergency exit for North St. School.

**ARTICLE 23. FIRE DEPARTMENT RETIREMENT ACCOUNT**

To see if the Town will vote to transfer a sum of money from Fire Department Personnel Services to fund the Fire Department Retirement account, or to take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 23.**

Finance Committee recommends passage of Article 23 as written in the amount of \$6,000.00.

This article transfers funds from the Fire Department Personnel account to fund the Fire Department Retirement account to compensate Fire Department Personnel who are retiring.

**ARTICLE 24. FIRE HYDRANTS– GRAFTON WATER DISTRICT**

To see if the Town will vote to accept the following hydrants from the Grafton Water District,

- #682 Powerline Drive
- #683 25 Trinity Avenue
- #686 Willard Road

or take any other action relative thereto.

Submitted by: Town Administrator

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 24.**

Finance Committee recommends passage of Article 24 as written.

This article provides acceptance of additional hydrants to the Town's hydrants list from the Grafton Water District

## **ARTICLE 25. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW**

To see if the Town will vote to amend ZBL Section 5.10.2. Definitions, within Section 5.10 entitled Medical Marijuana and Marijuana Establishments of the Zoning By-Laws by amending and/or adding definitions as follows (deletions by strikethrough and insertions by underline):

Cannabis Control Commission (CCC) Regulations: Regulations promulgated by the Cannabis Control Commission filed on March 9, 2018 and effective on March 23, 2018 under 935 CMR 500.000 as may be amended from time to time.

Independent Marijuana Testing Laboratory: A laboratory that is licensed by the Commission and is: (i) accredited to the most current version of the International Organization for Standardization 17025 (ISO/IEC 17025:2017) by a third-party accrediting body that is a signatory of the International Laboratory Accreditation Accrediting Cooperation with a mutual recognition arrangement, or that is otherwise approved by the Commission; (ii) independent financially from any Medical Marijuana Treatment Center (RMD), Marijuana Establishment or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test cannabis or marijuana in compliance with 935 CMR 500.160 and M.G.L. c. 94C, Section 34, regulations promulgated by the Commission pursuant to this chapter

Marijuana Establishment: a Marijuana Cultivator, Craft Marijuana Cooperative, Independent Testing Laboratory, Marijuana Product Manufacturer, Marijuana Retailer, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related businesses, except a medical marijuana treatment center.

Marijuana Cultivator: an entity licensed to cultivate, process, and package marijuana, to deliver marijuana to marijuana establishments, and to transfer marijuana to other marijuana establishments, but not to consumers. A Craft Marijuana Cooperative is a type of Marijuana Cultivator.

Marijuana Retailer (MR): an entity licensed to purchase and transport deliver cannabis or marijuana product and marijuana products from Marijuana Establishments and to deliver, sell, or otherwise transfer this product marijuana and marijuana products to Marijuana Establishments and to consumers; and from offering cannabis or marijuana products for the purpose of on-site social consumption on the premises of a Marijuana Establishment.

Marijuana Transporter: an entity, not otherwise licensed by the Commission, that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage, sale and distribution to Marijuana Establishments, but not to consumers. Marijuana Transporters may be an Existing Licensee Transporter or Third-Party Transporter.

Marijuana Microbusiness: a co-located Marijuana Establishment that can be either Marijuana Cultivator or Product Manufacturer or both (up to 5,000 square feet), in compliance with the operating procedures for each license. A Microbusiness that is a Marijuana Product Manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Marijuana Establishments.

## **ARTICLE 25. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW continued**

Research Facility means an entity licensed to engage in research projects by the Commission.

Marijuana Standards Testing Laboratory: an entity that would otherwise qualify to be an independent testing laboratory but instead performs blind tests to verify the results of an independent testing laboratory at the request of the Commission.

or take any other action relative thereto.

Submitted by: Planning Board

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 25.**

Finance Committee recommends passage of Article 25 as written.

Finance Committee concurs with the vote of the Planning Board to recommend that

this article aligns the definitions of Independent Marijuana Testing Laboratory, Marijuana Establishment, Marijuana Cultivator, Marijuana Retailer, Marijuana Microbusiness, Research Facility, and Marijuana Standards Testing Laboratory with current state regulations.

**ARTICLE 26. PROPOSED AMENDMENTS TO THE GRAFTON GENERAL BY-LAW**

To see if the Town will vote to amend ZBL Section 9.4. Permitted Uses of the Zoning By-Laws by adding a new Section 9.4.F to permit Marijuana Testing Facilities and Laboratories as a permitted use as indicated by within the Campus Development Overlay District as follows:

**9.4.F.** Independent Marijuana Testing Laboratory, Marijuana Standards Laboratory, Marijuana Research Facility, as defined in Section 5.10.2 of the Zoning By-laws. or take any other action relative thereto.

Submitted by: Planning Board

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 26.**

Finance Committee recommends passage of Article 26.

Finance Committee concurs with the vote of the Planning Board to recommend that this article allows an Independent Marijuana Testing Laboratory in the Campus Development Overlay District under the same conditions as other types of business in that district.

**NOTES**

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**ARTICLE 27. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW**

To see if the Town will vote to amend ZBL Section 3.2.3.1, Use Regulation Table of the Zoning By-Laws, to add the following uses as follows:

**PRINCIPAL USES**

**DISTRICTS**

Business Uses	A	R40	R20	RMF	NB	CB	I	OLI	VMU	FP	WSPO
<b>33. <u>Marijuana Microbusiness</u></b>	N	N	N	N	N	N	S	S	N	-	---
<b>34. <u>Marijuana Research Facility</u></b>	N	N	N	N	N	N	S	S	N	-	---



35. <u>Marijuana Standards Testing Laboratory</u>	N	N	N	N	N	N	S	S	N	-	---	
36. <u>Marijuana Transporter</u>	N	N	N	N	N	N	S	S	N	-	---	

N = Prohibited S = Special Permit

or take any other action relative thereto.

Submitted by: Planning Board

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 27.**

Finance Committee recommends passage of Article 27.

Finance Committee concurs with the Planning Board to recommend that this article adds to the Use Table four types of marijuana-related businesses recognized by state regulations that were not previously in the Use Table.

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**ARTICLE 28. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW**

To see if the Town will vote to amend ZBL Section 4.2.5 Special Cases of the Zoning By-Laws by adding a new Section 4.2.5.3 to permit shared parking through the issuance of a special permit as follows:

**4.2.5.3 Shared Parking.** Shared parking is the approved use of the same off-street parking spaces for two or more uses where peak parking demand of the different uses occurs at different times of the day, or, where various uses are visited without moving the automobile; and, where the division of parking spaces is a net decrease from the combined total of each use's individual off-street parking requirements, if required separately.

**4.2.5.3.1 Requirements and Criteria.** Shared parking arrangements are subject to review and approval by the Planning Board subject to the following requirements and criteria:

- a. Submission of a reciprocal agreement executed by the owners and operators of the different sources or uses ensuring the long-term joint use of such shared parking, and defining the terms upon which the parking is shared;

- b. If required by the Planning Board information concerning the following may be requested:
1. the hours of operation and parking demand for each use;
  2. the hours of peak demand for parking;
  3. a description of the character of the land use and the parking patterns of adjacent uses;
  4. an estimate of the anticipated turnover in parking space use over a 24-hour period of time;
  5. a site plan showing all proposed parking spaces, including the shared use spaces in the lot and the walking distance to the uses sharing the lot; and
  6. any other information concerning parking deemed necessary by the Planning Board to render a decision.

or take any other action relative thereto.

Submitted by: Planning Board

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 28.**

Finance Committee recommends passage of Article 28.

Finance Committee concurs with the vote of the Planning Board to recommend that this article adds a provision for shared parking by Special Permit in all zones; shared parking is currently only in the Village Mixed Use district.

**ARTICLE 29. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW**

To see if the Town will vote to amend the following sections Zoning By-Laws (ZBL) by deleting references to the size and number of documents submitted to applicable permitting boards and by adding language stating the size and number of copies to be provided on application forms as follows (deletions in ~~strikethrough~~, new language underlined):

**Section 1.3.3.3.d.) Site Plan Review**

1.3.3.3.d.) A Site Plan prepared by a professional architect or registered professional engineer, at a scale of one inch equals forty feet (1" = 40'), or at such other scale as may be necessary to show all detail clearly and accurately. Sheet sizes shall not exceed twenty-four inches by thirty-six inches (24" x 36"), and shall not be less than eleven inches by seventeen inches (11" x 17"). If multiple sheets are used they shall be accompanied by an index sheet showing the entire parcel at an appropriate scale. The application and number of copies shall be as specified on a form provided by the Planning Board. ~~If the plans submitted are 11" x 17" in size, a total of twenty-five (25) copies of the plans shall accompany the application. If the plans prepared exceed 11" x 17" in size, a total of five (5) copies of such plans and twenty (20) sets of reduced-size copies (11" x 17") shall be submitted.~~ The Plan shall include the following information.

**ARTICLE 29. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BY-LAW continued**

**Section 5.1 Special Regulations, General**

5.1. Procedures Requiring Site Plans - Applicants for Special Permits for uses so designated in Section 3.2 shall submit the application and number of copies as specified on a form provided by the special permit granting authority. ~~ten (10) copies of an application and a site plan to the special permit granting authority.~~ Applicants for multi-family and flexible development are encouraged to pursue Pre-Application Review prior to the formal application stage, which requires detailed plans.

**Section 5.3.4.b.) Special Regulations, Major Residential Development**

5.3.4.b.) Applicants for Major Residential Special Permits shall file with the appropriate number of copies as specified on a form, provided by the Planning Board, Town Clerk one (1) copy, and with the Planning Board ~~twelve (12) copies (unless a lesser number of copies is allowed by specific vote of the Planning Board), of~~ and the following documents, which shall have been prepared by an interdisciplinary team including a registered land surveyor, a registered professional engineer, and a registered landscape architect

**Section 10.7.C.4.) Fisherville Smart Growth Overlay District, Application for Plan Approval:**

10.7.C.4.) A Site Plan prepared by a professional architect or registered professional engineer, at a scale of one inch equals forty feet (1" = 40'), or at other scale as may be necessary to show all detail clearly and accurately. Sheet sizes shall not exceed twenty-four inches thirty-six (24" x 36"), and shall not be less than eleven inches by seventeen inches (11" x 17"). If multiple sheets are used they shall be accompanied by an index sheet showing the entire parcel at an appropriate scale. The application and number of copies shall be as specified on a form provided by the Planning Board. ~~If the plans submitted are 11" x 17" in size, a total of twenty-five (25) copies of the plans shall accompany the application. If the plans prepared exceed 11" x 17" in size, a total of five (5) copies of such plans and twenty (20) sets of reduced-size copies (11" x 17") shall be submitted.~~

**Section 10.8.A. Fisherville Smart Growth Overlay District, Procedures, Filing**

10.8.A Filing: An applicant for Plan Approval shall file the application and all required submittals with the Town Clerk and shall also file with the PAA, the appropriate number of copies and supplemental documents as specified on a form provided by the Planning Board. ~~forthwith 20 copies of the application and the other required submittals with the PAA including notice of the date of filing with the Town Clerk.~~

**Section 13.8.A. North Grafton Transit Village Overlay District Procedures, Filing**

13.8.A. Filing: An applicant for Plan Approval shall file the application and all required submittals with the Town Clerk and shall also file with the PAA, the appropriate number of copies and supplemental documents as specified on a form provided by the Planning Board. ~~forthwith 20 copies of the application and the other required submittals with the PAA including notice of the date of filing with the Town Clerk,~~ or take any other action relative thereto.

Submitted by: Planning Board

**Recommendation of the Finance Committee for the Annual Town Meeting Warrant Article 29.**

Finance Committee recommends passage of Article 29.

Finance Committee concurs with the vote of the Planning Board to recommend that this article removes from the Zoning By-Law the details of the number and format of copies of submission materials, allowing the Planning Board more flexibility to specify those details as technology evolves. If this article is passed, the Planning Board will develop a form to specify the size, format, and number of copies to be submitted.

And you are directed to serve this Warrant by posting up an attested copy thereof in some conspicuous place in each of the precincts of the Town at least fourteen days before said meeting.


Hereof fail not and make due return of this Warrant, with your doings thereon to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this 12<sup>th</sup> day of April in the year of our Lord Two Thousand Eighteen.

BOARD OF SELECTMEN

TOWN OF GRAFTON

  
Bruce Spinney III, Chairman

  
Sargon Hanna, Vice Chairman

  
Jennifer Thomas, Clerk


  
Craig Dauphinais

  
Brock Padgett

A TRUE COPY,  
ATTEST:

April 12, 2018

I have complied with the requirements of the above Warrant and with the Town of Grafton By-Laws by posting an attest copy of the Warrant in some conspicuous place in each of the precincts of the town on the above date.

  
Constable of Grafton

**DISCUSSION ITEM 7A: DRAFT STATE OF THE TOWN, FINANCE  
COMMITTEE – MAY 14, 2018**

**NOTES:**

At the Selectmen's meeting on May 1<sup>st</sup> Chairman Spinney requested this item get placed on the agenda.